



Data Protection Act

Register Description

(1050/2018)

1 Register Controller	Name: SYKLI Environmental College Adress: Kaartokatu 2, 11100 Riihimäki, Finland Phone: +358 50 529 6428 Email: info@sykli.fi Internet: www.sykli.fi
2 Contact Person for Matters Regarding the Register	Jari Heiskanen
3 Register Name	Eventilla – Education Event Management Tool
4 Purpose of Processing Personal Data:	Personal data is processed for course registrations, invoicing, and managing customer relationships.
5 Data Content of the Register:	<p>Customer Company's Contact Information:</p> <ul style="list-style-type: none"> • Name • Business ID and other contact details • Legal form • Revenue class • Staff class • Number of locations • Year of establishment • Industry classification <p>Contact Information for Customer Company's Representatives:</p> <ul style="list-style-type: none"> • Name • Title • Address • Phone number • Email address <p>Information about the Contact between the Customer and SYKLI:</p> <ul style="list-style-type: none"> • Details of interaction • Customer needs • Ordered services and their delivery • Invoicing information <p>Right to Opt-Out:</p> <p>Individuals have the right to prohibit the processing of their data for direct marketing or other marketing purposes.</p>
6 Regular Data Sources	<ul style="list-style-type: none"> • Fonecta Finder • Asiakastieto (Customer Information) • Personal contacts of SYKLI staff

7 Regular Data Disclosures	<p>The registry information is not disclosed to external parties.</p>
8 Transfer of Data Outside the EU or EEA	<p>Data is not transferred outside the EU or EEA.</p>
9 Register Protection Principles	<p>a) Manual Material:</p> <ul style="list-style-type: none"> • Not applicable. <p>b) Data Processed by IT:</p> <ul style="list-style-type: none"> • The register is protected by a username, password, and firewall. • Only individuals assigned to the task have access to the user registry. • Users of the register are bound by confidentiality obligations. <p style="text-align: center;">-</p>
10 Register Description Date and Author	<p>15th January 2021</p> <p>Jari Heiskanen Sykli Environmental College, P.O. Box 72, 11101 Riihimäki, Finland Info: +358 50 529 6428, info@sykli.fi, www.sykli.fi</p>



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Register Description instructions

Read the instructions before completing the register description. Use the attachment if necessary.

1. **Data Controller:** The data controller refers to an individual, organization, or foundation for which the personal register is established, and which has the right to determine its use. If the data controller does not have a place of business within the European Union but uses devices in Finland for processing personal data beyond transferring through this area, the data controller must appoint a representative in Finland. This representative, along with their contact information, is recorded in section 1 alongside the data controller's name.
2. **Contact Person for Matters Concerning the Register:** This person may be contacted for various inquiries related to the processing of personal data.
3. **Register Name:** The personal register is given a name that indicates the purpose of the register, such as customer register or personnel management register.
4. **Purpose of Processing Personal Data:** This section explains the purpose for which the personal register is established to fulfill the data controller's task. It mentions the legal provisions on which the processing of personal data is based (e.g., Personal Data Act §8 or Chapter 4, or specific legal provisions). If the processing of personal data has been outsourced, this can be mentioned in this section.
5. **Data Content of the Register:** This section lists the information or types of data that can be stored for the data subject. The individual identification details (e.g., name, date of birth, and contact details) are specified, while other details may be described in terms of data types or groups (e.g., information about services ordered by the customer, their delivery, and invoicing). Information can be grouped using subheadings.
6. **Sources of Regular Information:** This section describes where the data routinely stored in the register comes from. Data may be collected through the data controller's operations, obtained directly from the data subject, or received as transfers from other personal registers. If information is obtained from transfers, the legal basis for the transfer should be stated.
7. **Regular Disclosures of Information:** If personal information is regularly disclosed, indicate to whom and for what purpose. Specify the information disclosed and the basis for disclosure, such as the data subject's consent or legal provisions. It is not considered a disclosure when providing information to a party appointed for the outsourcing of data processing. Outsourcing information should be provided in section 4.
8. **Transfer of Personal Data Outside the European Union or the European Economic Area:** Indicate whether personal data is transferred outside the European Union or the European Economic Area.
9. **Protection Principles of the Register:** Describe the protection of manual records, e.g., by storing them in a locked room. For data processed electronically, state how the data is protected from external parties and how usage rights are limited within the organization. Specify the general principles of protection. Do not provide details that compromise data security. Indicate whether the personal data stored in the register is designated as confidential.
10. **Date of Preparation of the Register Description and Name of the Author:** Mention the date when the register description was prepared and the name of the author.