

## Data protection description of the Finnish Hostel Association's member/customer register

Date of drafting: February 7<sup>th</sup> 2018

### 1. Responsible

Finnish Hostel Association  
Business ID: 0202275-6  
Yrjönkatu 38 B 15, 00100 Helsinki, Finland  
E-mail: info@hihostels.fi

### 2. Person in charge regarding register issues

Maarit Kokko, Service Coordinator  
Finnish Hostel Association  
Business ID: 0202275-6  
Yrjönkatu 38 B 15  
00100 Helsinki, Finland  
Tel. + 358 (0)45 7733 2944  
E-mail: maarit.kokko@hihostels.fi

### 3. Name of the register

Member/customer register of the Finnish Hostel Association.

### 4. Purpose of processing personal data / use of register

The purpose for the use of register is the Finnish Hostel Association's member/customer database and archiving memberships. The registry data are used for information to members and customers. Personal data is processed extent permitted by the Personal Data Act and within the limits required.

### 5. Content of the register

The register includes the following information:

- Customer's name
- Company
- Contact information
- Date of birth
- Membership number
- Membership expiry date
- Membership price
- Membership price affecting other associations' memberships
- Information about the booking

## **6. Regular supply of information**

The register contact and member information is provided by the customer's accession to the organization. Customer relationship arises when a customer buys a product / books a service from online store. Customer data will be collected in various marketing events where the customer wants to join in the register.

## **7. Regular destinations of disclosed data**

Information is not shared outside the Finnish Hostel Association without members/customers being informed about. Information is only sent to the member's member association for billing of the supported card.

## **8. Transmission of data to EU countries or outside the EEA**

No information will be given to countries of the European Union or outside the European Economic Area.

## **9. Data protection principles**

The register is protected by a user ID and password. The Finnish Hostel Association is responsible for maintaining the security of the best of their ability. The register is used only by persons whose job description includes its use. Users are bound by professional secrecy. Information may be disclosed to third parties only because required by law, such as the customer's own request, or the authorities only upon request.

## **10. Right to inspect**

Each person who is attached to the register has the right to inspect his or her personal data. The request must be made by e-mail: [info@hihostels.fi](mailto:info@hihostels.fi).

## **11. Right to request information to be corrected**

Each person who is attached to the register has the right to claim incorrect data to be corrected. The request must be made by e-mail: [info@hihostels.fi](mailto:info@hihostels.fi).

## **12. Other rights related to the processing of personal data**

Each person who is attached to the register has the right to deny the Finnish Hostel Association the opportunity to use the information concerning himself. The request must be made by e-mail: [info@hihostels.fi](mailto:info@hihostels.fi).