

**DESCRIPTION OF THE FILE**  
**Personal Data Act (523/1999) section 10**

**Date of drafting: 10.1.2018**

<b>1. Controller</b>	Aalto University (Aalto University Foundation sr. Business ID 22283574) P.O BOX 11000 00076 Aalto  kirjaamo@aalto.fi
<b>2. The person in charge and/or contact person</b>	Jenni Ståhl, Human Resources, Work Community Services <a href="mailto:jenni.stahl@aalto.fi">jenni.stahl@aalto.fi</a>  Person in charge of the Aalto 10K event at Aalto University's HR.
<b>3. Name of the register</b>	Aalto 10K event
<b>4. The purpose for processing the personal data / the purpose for the use of a register</b>	Consent of which the registered has provided when registering to the Aalto 10K, Aalto 5K events or Espoo Rantamaraton's half or full marathons as staff, student or alumni of Aalto University. Aalto 10K event is part of the Espoo Rantamaraton weekend.  Content of the register is utilised to confirm the correctness of the billing.  Participant data is utilised to make statistics and summaries, for internal usage of Aalto University.  The data processed in compliance with the Act on the Openness of Government Activities (621/1999).

<b>5. Content of the register</b>	Personnel, students and alumni of Aalto University who have enrolled to the Aalto 10K and Aalto 5K- events and Espoo Rantamaraton's half marathon and full marathon. <ul style="list-style-type: none"><li>• first name,</li><li>• family name</li><li>• date of birth</li><li>• gender</li><li>• status: personnel, student or alumni</li><li>• enrolled distance/-s (5K, 10K, half marathon, full marathon)</li></ul>
<b>6. Regular sources of information *</b>	Esbo Idrottsförening rf. (Espoo Rantamaraton) provides the information to Aalto University after the race weekend.
<b>7. Regular destinations</b>	No transferring.

<p><b>of disclosed data and whether the data is transferred to countries outside the the European Union or the European Economic Area</b></p>	<p>Data is not transferred to countries outside EU or the European Economic Area.</p>
<p><b>8. The principles how the data file/register is secured.</b></p>	<p>Data is processed only by the designated contact person(s) of Aalto University's Human Resources.</p> <p>Electronical data is stored in a secured network drive behind the passwords.</p>
<p><b>9. The principles of storing, archiving and destroying the data of the register</b></p>	<p>Personal data is stored for 3 months. After 3 months they will be destroyed.</p>
<p><b>10. Informing the registered person</b></p>	<p>Link to the description of the file will be available on the Aalto 10K event pages at intranet and they are informed to be read before enrolling to the event.</p>
<p><b>11. Right to check the data and correction of the data</b></p>	<p>Applicants have the right to check the registered data concerning themselves and to request to see their data and receive a copy of it. A request to inspect personal information shall be made by email to the contact person.</p> <p>An applicant may request that an error in the application data be rectified, in which case the contact person decides on the correction. The contact person may correct an incorrect entry detected in the application data once the correct information is received from the applicant.</p>