Privacy Policy of Epsilon ry Event Registrations 6.12.2022

Please note that in the event of discrepancies in Finnish and English versions of this policy, the Finnish version is binding.

1. Administrator of the Register

Epsilon ry Yliopistokatu 7 80130 Joensuu FINLAND

2. Rekisteriasiat ja ylläpitäjä

For matters regarding the register, please contact administrator of the register, the board of Epsilon ry by e-mail <u>epsilon@uef.fi</u>.

3. Name of the Register

Event registrations of Epsilon ry

4. The Use of the Register

Participants in Epsilon ry events are registered in order to gather information about number of participants and other matters essential to arrange the event. Information about participants is required in order to contact them when required for organizing the event.

5. Contents of the Register

Any information in the register is essential to organize the event.

This information may include, but is not limited to:

- name
- e-mail address and phone number
- food allergies
- student organization

6. Sources of Information

The only source for information in the register is the information provided by the participant during the registration for the event.

If, after the registration, it is deemed necessary to collect additional information to organize the event, this information may be requested separately from the participant and the register thus updated.



7. Data Transfer

Information may be transferred to other parties involved in the event if it is necessary to organize the event. Information is transferred only to the extent of what is required for the purpose.

No information is transferred outside the European Economic Area.

8. Data Protection

Registrations are made via Epsilon's account on University of Eastern Finland Microsoft Office365 (<u>epsilon@uef.fi</u>) or Kide.app service. The accounts are password-protected and accessible only by the board of Epsilon.

9. Retention of Data

Information is retained three months after the event.

10. Your Rights

You have right to see your own information and to request correcting your information. You also have right to request deleting your information. Regarding these matters, please contact the board (epsilon@uef.fi).