

PRIVACY NOTICE

File controller (educational institute)	<p>Espoon Tanssiopiston kannatusyhdistys ry (Espoon Tanssiopisto) Business ID 0495999-9 Piispanportti 12 B, FI-02200 ESPOO Tel. +358 9 455 2495 info@espoontanssiopisto.fi www.espoontanssiopisto.fi</p>
Person in charge	Principal Taina Huovila-Währn
Contact persons	<p>Financial Manager Virpi Kunnas-Helminen Customer Services Assistant Kati Ojanen Piispanportti 12 B, FI-02200 ESPOO Tel. +358 9 455 2495 info@espoontanssiopisto.fi</p>
Name of the file	Espoon Tanssiopisto Student and Enrolment Register
Relevant legislation	<p>EU General Data Protection Regulation 679/2016, Article 6, subparagraph 1(b) Act on Basic Education in the Arts 633/1998</p>
Purpose of personal data processing and legal basis for processing	<p>Personal data in the Student and Enrolment Register is used for the purpose of student relationship management. The study register forms a part of the Student Register.</p> <p>The controller uses the Student and Enrolment Register to process student and guardian data as well as the students' study credit and assessment data.</p> <p>In addition, the controller processes the data in the file for communication, contacting, invoicing, debt collection, marketing and reporting purposes as well as for enrolment on dance events, dance displays and competitions.</p> <p>The basis for data processing is a contract to which the data subject is party. In the case of students under the age of 18, the guardian makes the contract.</p>
Data content of the file	<p>The data content of the file consists of the enrolment data of the data subject and/or guardian for the study year, course, activity or event as follows:</p> <ul style="list-style-type: none"> - First name, family name, date of birth - Contact information (address, phone number, email) - In the case of events, displays and competitions, the participant's food allergies. <p>The studies completed in Basic Education in Dance as well as the student's name and date of birth are entered in the study register.</p> <p>If the data subject fails to provide information that is required to enrol for an event, the controller cannot accept the said enrolment or commit to the contract between the controller</p>

	and the data subject on participation in the event.
Regular sources of data	Personal data are collected from the data subject or, in the case of a person under the age of 18, from the guardian.
Retention period of personal data	Personal data will be stored for as long as it is necessary for the purposes of processing of personal data in order to implement the enrolment of the data subject and the event connected to it or the study-related rights and duties. The retention periods vary according to the data category.
Data security principles and processors of personal data	<p>Data are stored technically protected. Only named persons have the right to process and maintain the file data. The personal data disclosed to other staff members are restricted to those necessary for the conduct of the work only. The personal data obtained from the file are kept with due care and the users of personal data are bound by confidentiality.</p> <p>The controller and the service providers participating in the processing of personal data (the enrolment system, website services, financial services of the accounting company and debt collection services of the collection agency) implement appropriate technical and organisational measures to protect the personal data.</p> <p>A service provider will only process the personal data to the extent required by its participation in the implementation of the controller's services.</p> <p>The controller obliges service providers to ensure a sufficient level of data security to protect the personal data.</p>
Regular disclosure of data	<p>Data will be disclosed only with the consent of the data subject or in accordance with applicable laws.</p> <p>The data of those who have given their consent to marketing may be used for the institute's internal marketing communications.</p> <p>Statistical information may be disclosed anonymously to, for example, the annual statistical reports of the State, the City of Espoo and the Association of Dance Institutes in Finland STOPP ry.</p>
Transfer of data outside the European Union or the European Economic Area	The data will not be transferred outside the EU or EEA.
Rights of the data subject	<p>The data subject has the right, among others:</p> <ul style="list-style-type: none"> - To access and if necessary to have rectified his or her personal data included in the file. A written and signed request must be made to the controller. The data subject has the right for changes in his or her personal data that have been inaccurately entered in the file. - To request from the controller in certain situations the erasure, portability or restriction of processing of personal data concerning him or her. - Insofar as the processing of personal data is based on the data subject's consent, to withdraw his or her

	<p>consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. The withdrawal must be submitted to the controller in writing.</p> <ul style="list-style-type: none">- To prohibit at any time the processing of his or her personal data for direct marketing purposes by sending a notice to the address info@espoontanssiopisto.fi- To lodge a complaint on the processing of personal data to the supervisory authority.
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