
PRIVACY POLICY OF THE SUSTAINABLE LAHTI FOUNDATION

Controller

Sustainable Lahti foundation (3130216-7)
Rautatiekatu 20
15110 Lahti, Finland

Issues concerning the register

Our communications personnel will respond to questions and feedback concerning the register at the latest within two business days.

Name of the register

Register of the Sustainable Lahti foundation

Contact details of the Data Protection Officer

Emma Sulkanen
Data Protection Officer
emma.sulkanen@lahti.fi
Tel. +358 44 482 6460

Purposes of personal data

The processing of data in the data file is based on consent or agreement. The Sustainable Lahti Foundation processes personal data for the purposes of communications, fundraising and the provision of its services. We collect personal data, for example, for the following purposes:

- Communications for the Lahti – European Green Capital 2021 project
- Stakeholder, resident and customer communication
- Direct marketing
- Website analytics
- Invoicing, payment and collection information

We also use your personal data to comply with the requirements and obligations set out in law, regulations and the decisions of officials and supervisory authorities. Personal data is also processed in connection with marketing and customer analyses. We do not use data for automated decision-making or profiling.

Who are included in register of the Sustainable Lahti foundation?

Our register includes the following target groups:

- Customer data file of the Sustainable Lahti foundation
- Stakeholder data file of the Sustainable Lahti foundation
- Persons contacted at functions and events related to Lahti – European Green Capital 2021 who have granted marketing authorisation
- Fair and event visitors who have granted marketing authorisation via the event organiser
- Data file collected from newsletter subscriptions received through the website
- Feedback

How do we collect data?

Some of the data collected by the Sustainable Lahti foundation has been obtained directly from individuals themselves, for example, through the forms available on our website. We also collect data from messages sent to us that have been received either through our digital channels, over the phone or at networking, information, training or marketing events.

What personal data do we collect?

We collect and process personal data such as:

- Name
- Address
- Phone number
- Email address
- Additional information
- Date of birth
- Sex
- Language
- Company and position
- Company/community address information
- Feedback
- Information on the use of the foundation's website and services

To whom may the Sustainable Lahti foundation disclose your personal data

The Sustainable Lahti foundation will not disclose your personal data to third parties without your consent, except as required by the Finnish authorities.

We use external service providers, for example, in data management and invoicing as well as for sending newsletters and bulletins. The service providers process personal data only to the extent necessary to provide the service in question.

Data will not be disclosed outside the EU or the EEA.

Principles of personal data protection

All personal data is confidential and can only be accessed by employees of the Sustainable Lahti foundation or others acting for and on behalf of the Sustainable Lahti foundation who need to process personal data based their duties. Employees are bound by professional secrecy as defined in the employment contract. We may also partially outsource the processing of personal data to a third party, in which case we will ensure through contractual arrangements that the personal data will be processed in accordance with applicable data protection legislation and otherwise in an appropriate manner.

We have appropriate technical, organisational and administrative security procedures in place to protect all data in our possession from loss, abuse, unauthorised use, disclosure, alteration and destruction.

Storage period of personal data

Personal data will be stored only for as long as is necessary to fulfil the purposes defined above in accordance with the legislation in force at the time, after which your personal data will be erased, unless the Sustainable Lahti foundati-

on is obliged to retain your personal data for a longer period on the basis of applicable law.

Your rights

If we collect or process personal data concerning you, you have the rights in accordance with Finnish national data protection legislation and the following grounds under the GDPR:

- you may withdraw your consent at any time if your personal data has been processed on the basis of your consent
- you may ask the controller for confirmation as to whether or not the controller is processing personal data concerning you
- you may request access to and obtain a copy of your personal data
- you may request the rectification or erasure of your personal data
- you may object to or request restriction of the processing of your personal data
- you may request the transfer of your personal data from one system to another.

If you wish to exercise your above-mentioned rights, please contact us by email at info@greenlahti.fi. You also have the right to lodge a complaint about the processing of your personal data with the Office of the Data Protection Ombudsman.

Requests for the exercise of a data subject's rights should be addressed to the controller's contact person referred to in section 1.

This description has been updated on 22 May 2020 and the Sustainable Lahti foundation reserves the right to change the data protection policies described here and to update these terms accordingly.
