

MAF Finland
REGISTER DESCRIPTION
Personal Data Act (523/99) 10 §

Drafted/Amended: 1 February 2021

1. Controller	MAF Suomi rs MAF Finland rf Suomen Lähetyslentäjät ry
	Helsinki-Malmi Airport 00700 Helsinki Phone +358 50 448 3275
2. Person responsible for register matters/ contact person	Susanna Warne
	Helsinki-Malmi Airport 00700 Helsinki Phone +358 50 448 3275
3. Name of the register	MAF Finland's customer registries (MAF Suomen asiakasrekisterit)
4. Processing of personal data/ Purpose of the register	Customer relations management, fundraising and information on operations of MAF Finland
5. Data content of the register	Person's name, address, date of birth, gender, telephone, parish name, email address, address source, bank account, donations made and information about the recipient of donations. In addition, those who rent an association aircraft, information of the aircraft agreement and a personal security code of the pilot are collected.
6. Data sources agreement	Donating to MAF Finland, subscribing to a customer newsletter or electronic newsletters, or providing information on websites or in connection with campaigns. Information provided by the customer with their consent.
7. Confidential disclosure agreement	Transfer of data within MAF Finland to manage customer relationship. Disclosure of data to MAF Finland's collaborators for the purpose of this register.
8. Transfer of data outside the EU or the European Economic Area	Data will not be disclosed outside the EU or the European Economic Area.
9. Principles of registry security	A. Manual material The commitment forms of the donors concerned and the leases of the supporter members of the aircraft are stored in a locked place with the keys only to designated persons. B. Material on computer The customer register is protected from external intrusion. MAF Finland's customer register is accessed only by those who have the right to do so and have the necessary passwords on behalf of their duties. The web server has a temporary register of supporters who have come over the Internet

<p>10. Right to information and right to be removed</p>	<p>The person has the right to be informed of the data stored in the register.</p> <p>The person also has the right to have their data removed from the register.</p> <p>Contacting can be completely prohibited without deleting the data. This is the most efficient way to ensure that no contact is made later. This prevents for instance, the situation where the contact information is not used. For example, even if the contact is included among address information obtained elsewhere (e.g. the Population Register). These actions can be carried out by contacting the person responsible for the register. Be prepared to prove your identity when contacting the person responsible for the register.</p>
<p>11. Storing data and keeping up to date</p>	<p>The data is stored in a register of which manufacturer obeys the European Commission's General Data Protection Regulation (GDPR). Sensitive information is encrypted. Access to the data is available only to persons who have been granted access. Permissions are limited to the information that a person needs in their duties.</p> <p>The data will be stored for as long as the consent of section 12 requested from the person is valid. Preserving the data is long-term in nature, as the aim is to direct support to the work of mission pilots, also according to the last wishes in wills. The aim is to keep the data up to date by correcting and deleting incorrect data. For this purpose, MAF Finland uses e.g. the service of the postal address. MAF Finland asks the person to contact us when the data changes so that the data can be kept up to date. If the controller ceases to function, the data will be destroyed safely.</p>
<p>12. Consent to the storage of data</p>	<p>The controller shall request a permission of the person to send information on the activities of MAF and on ways supporting the work carried out by MAF.</p> <p>The storage of data of persons under the age of 16 in the register requires the consent of their adult guardian.</p>
<p>13. Use of birthday information</p>	<p>Birthday information is stored from all persons whose data is stored in the register. This ensures that we do not store data of children under the age of 16 in the register without parental consent. A person's birthday information is stored encrypted. If a person wishes to give their information without a birthday, it must be coded 00-00-0000. Please note that birthday information is necessary to carry out the procedure mentioned in section 10 of this register description.</p>