

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

Date of drafting: 21.5.2018

1. Controller	Name: Discover America Finland
	Contact information (address, tel. etc...) info@discoveramerica.fi
2. The person in charge and/or contact person	Name Discover America Finland Board
	Contact information (address, tel. etc...) info@discoveramerica.fi
3. Name of the register (should describe the content)	Register of members
4. The purpose for processing the personal data / the purpose for the use of a register	Contacting members by email.
5. Content of the register (For instance: name, address and telephone number of the data subject)	Name Title Address Phone number Email address
6. Regular sources of information *	When member is contacting by email.
7. Regular destinations of disclosed data and whether the data is transferred to countries outside the the European Union or the European Economic Area	No information is given outside the European Union or the European Economic Area.

<p>8. The principles how the data file/register is secured.</p>	<p>A. Manual register No manual material.</p> <p>B. Data register/ADP register Register is protected with passwords and TLS technology.</p>
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