

JHL's membership register privacy statement

PRIVACY STATEMENT

EU's General Data Protection Regulation (2016/679)

Finnish Data Protection Act (1050/2018)

Drawn up on: 1 Jan. 2018

Updated on: 25 Oct. 2019

1. Controller

Trade Union for the Public and Welfare Sectors JHL

Visiting address:

Sörnäisten rantatie 23, 00500 Helsinki

Address

P.O. Box 101, FI-00531 Helsinki

Tel. 010 77031

2a. Contact person for matters related to the register

Membership Services Manager Jutta Pekonen

jutta.pekonen@jhl.fi

Sörnäisten rantatie 23, 00500 Helsinki

Tel. 010 7703 280

2b. Contact information for the data protection officer

Data Protection Officer Hannu Viljanen

tietosuoja@jhl.fi

Sörnäisten rantatie 23, 00500 Helsinki

Tel. 010 7703 427

3. Name of filing system

Trade Union for the Public and Welfare Sectors JHL Membership Register

4. The purpose of processing personal data

The Trade Union for the Public and Welfare Sectors JHL maintains a membership register that is a centralised register and which contains data on the members of JHL's branches. The information is used for course management and to manage membership and representation matters, compile statistical data, register salaried employee roles and monitor unemployment fund memberships and payments. Data processing is carried out in connection with the legitimate activities of an association with a trade union aim and is appropriately protected. Union membership is based on a voluntary application.

5. Data content of the register

The register contains the following information about the data subjects:

Personal and membership information

- Name
- Personal identity code
- Contact information: address, phone number, email address
- Membership information
- Native language
- Language preference (language of correspondence)
- Citizenship

- Education
- Bank account details
- Membership fee information

Employment and obligations to pay membership fees

- Employment and obligations to pay membership fees
- Collective agreement sector
- Profession

Salaried employee roles

Course information

- Courses taken
- Food allergy information

Interest representation information

- Cases related to membership and member representation
- Legal and dispute cases

Other information

- Magazine subscriptions
- Paid strike benefits
- Honorary memberships
- Member recruitment information
- Granted stipends and watches
- Merit awards

6. Storage period for personal data

Personal data is stored for as long as the contract is valid or as required by special acts that apply to storage periods (e.g. accounting acts and associations acts).

7. Regular sources of data

Data provided by the member him-/herself and by the member's branch.

Changes of address from Posti's change of address service.

Membership fee information from members' employers.

8. Regular disclosures of data

Members' information is disclosed to the unemployment fund and the insurance company through which the union's member insurance is arranged. In order to implement employment-related contracts, we disclose personal data to the data subjects' shop stewards.

The personal data of individuals participating in JHL Institute's courses may be disclosed, for instance, to travel organisers, hotels, colleges/training centres and the Finnish National Agency for Education's Koski service.

9. Register protection principles

The register is protected by the implementation of appropriate technical and organisational measures to ensure the information security of the personal data.

All data communication is encrypted using the best possible encryption technology.

10. Right of access

Exercising the right of access is free of charge; however, if the data subject makes repeated requests for information, the controller has the right to charge an administrative fee. Individuals who wish to access

information pertaining to themselves can view their own membership information at jhl.fi/omajhl or they can make a GDPR information request concerning the service.

11. Right to rectification

The controller must, without undue delay, either on its own initiative or on the data subject's request, correct, erase or complete personal data in the register that is incorrect, unnecessary, incomplete or out of date with respect to the purpose of processing the data.

The controller shall rectify the information based on the information provided. Requests for the rectification of data must be addressed to the membership and branch services unit:

Tel. 010 7703 430
jasenpalvelu@jhl.fi

12. Right to restriction of processing

Data subjects have the right at any time to restrict the processing of their personal data if the data is to be used, e.g. for legal purposes.

13. Other rights related to personal data processing

Since the processing of data is based on a contract, the right to object and erase does not apply. Direct marketing permission is requested in connection with joining the union.

14. Automatic decision-making and profiling

JHL does not carry out profiling of data subjects or automated decision-making.

15. Right to lodge a complaint

If a data subject considers that his/her rights have been infringed on, the data subject is encouraged to first contact the data protection officer specified in this privacy statement. If necessary, the data subject can lodge a complaint with the data protection authorities.

Office of the Data Protection Ombudsman

Tel. 029 56 16670