

This is the privacy policy of Trioli ry, the student association of musicology students. In the privacy policy shows the registers maintained by the association and the policies of processing personal information.

## **Registrar**

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## **Registrar's contact**

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## **Purpose of the register and registered groups**

The register means the entity of personal data processed by Trioli ry, that consists of the information collected from following registered groups:

- association members
- people participating in the activities of the association (e.g. events)
- stakeholders

Purpose of use:

- maintenance and updating the personal data of members
- creation of lists of rights of representation (e.g. annual meetings)
- member communication during membership (e.g. e-mail)
- normal association activities (e.g. event organization)

Criteria for processing personal data is an obligation based on the laws of Finland (the obligation of an association to maintain a list of members and to report the usage of received grants and the scope of activity), the legitimate interest of the association (the processing of personal data as a part of normal association activity, e.g. organization of events, membership communication and communication between stakeholders).

## **Information contained in the register**

For members, the register contains the following information:

- name
- e-mail address
- place of residence
- the academic year of activating membership

For the people participating in the activities of the association (e.g. events), register contains

the following information:

- name
- relevant contact information regarding the specific activity
- other relevant information regarding the specific activity
- billing information

For stakeholders, the register contains the following information:

- name of the stakeholder or its representative
- relevant contact information of the stakeholder or its representative
- billing information

## **Data retention periods**

The data regarding memberships will be stored for seven (7) years starting from the academic year of activating the membership until the graduation of that student. Board must be informed about the graduation.

Information regarding participation into activities and billing will be stored as long as the association is obligated to do so according to law (e.g. storage and archiving obligations imposed by the Accounting Act). However, only the necessary information will be stored regarding events and such activities (e.g. name of participant, contact information and billing information). Other collected information will be disposed of within a reasonable period of time.

## **Regular sources of information**

Information regarding members is mainly collected from the data subjects themselves at the time of accession.

Information regarding those who participate in the association's activities (e.g. events) will be collected from those participating at the time of registration to the event / activity or in connection with the corresponding expression of will.

Information regarding stakeholders will be collected mainly from public sources (e.g. website) and from the stakeholders themselves.

### **Regular Disclosures and Transfers of Data outside of EU or EEA countries**

In connection with participation in events / activities information is disclosed to thiors parties relevant to the organization of the specific activity (e.g. accommodation service providers). Disclosed information cannot be used in direct marketing. The party that the information is disclosed to is required to process said information appropriately.

Information recorded in the register is not regularly disclosed or moved outside EU or EEA areas. However, electronic systems in which data is processed, servers may be located outside the EU and EEA.

### **Principles of registry protection**

The recorded personal data is processed mainly by the Chair, Vice chair, Secretary and Financial Manager of the board. Personal data collected regarding events will also be processed by the Conference Coordinators. Before receiving the right to data processing, these persons undertake to treat the information confidentially and appropriately.

Register information is stored mainly on-line on password-protected systems the access rights of which can be regulated and restricted.

Information in manual form, such as paper accession forms, are stored in in a lockable office space.

### **Rights of the data subject**

The data subject owns the right to:

- check the information regarding themselves
- correct the information regarding themselves
- restrict the processing or deny the right to collect information about themselves
  - Restricting the processing of information may lead to the registered member not being able to participate in e.g. events regarding which collecting information is necessary
- the right to delete information regarding themselves for the part where there is no lawful obligation to store said information
- the right to be informed about possible personal data breaches where the protection of information regarding them may have been unsuccessful
- the right to file a complaint on the processing of personal data

- Requests of verification, rectification, restriction and deletion of data must be made in writing to the contact person of the controller.

### **Use of cookies on websites and analysis of visitor data**

The association's website uses cookies. Cookies are small text documents sent to the terminal device of the visitor of the website, that are used to collect identification data (e.g. IP address, page visit duration, and page-to-page migration). Visitors may delete saved cookies on their browser programme or prevent the use of cookies. The website may not function perfectly if cookies have been disabled.

### **Keeping and updating the Privacy Statement**

The privacy policy can be read on the association's website. In addition, the report is always presented on request.

Privacy Policy updated on 7.4.2025.