

Suomalaiset kehitysjärjestöt - Finnish Development NGOs Fingo ry  
Name of personal data file: Description of file  
World Village Festival volunteer data file

Description of data protection  
Pursuant to: Personal Data Act 523/1999  
Date: 4 December 2019

### **1 Controller / business ID**

Name: Suomalaiset kehitysjärjestöt - Finnish Development NGOs Fingo ry / Business ID: 143138

Address: Elimäenkatu 25-27, 00510 Helsinki

Telephone and email: 09 584 233, info@fingo.fi

### **2 Contact person in matters related to personal data file**

Name: Rafael Campos

Address: Elimäenkatu 25-27, 00510 Helsinki

Telephone and email: 050 317 6709, rafael.campos@fingo.fi

### **3 Name of personal data file**

World Village Festival volunteer data file

### **4 Purpose for processing**

The purpose of the data file is to facilitate the reception and maintenance of the registrations of World Village Festival volunteers and to deliver communications material related to volunteer activities. The data file is not used for direct marketing without the consent of the data subject. The data file is not disclosed to third parties.

### **5 Content of personal data file**

- Personal information of the user (first name, last name, year of birth)
- Contact details of the user (address information, telephone number, email)
- Competence areas (driver's licence, forklift operation ability, prior experience of working at World Village Festival or other festivals)
- Volunteer duties requested

### **6 Regular sources of personal data**

The sources of the data are the volunteer workers who register through an online form, through which the data is recorded into a server system.

### **7 Regular disclosure of personal data**

The data is not disclosed to outside parties. The data is recorded in a server system and accessible only to Fingo employees, system administrators and the person in charge of volunteers at World Village Festival.

### **8 Transfer of personal data outside EU or EEA**

The data is not transferred outside the EU or EEA.

## **9 Principles for data file protection**

### **A Manual material**

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### **B Digitally processed data**

Access rights to the data file on the World Village Festival website are limited within Fingo. Outside Fingo, only the person in charge of volunteers at World Village Festival has access rights to the data file.

## **10 Right of access**

The data subjects (World Village Festival volunteer workers) have a right to access the recorded data on them. The request to access data stored in the personal data file must be directed to the contact person in matters related to the personal data file at the Fingo office. Personal Data Act, Section 24.

## **11 Right of rectification**

Every data subject (World Village Festival volunteer workers) has the right to demand rectification of erroneous information in the data file. The request to rectify data stored in the personal data file must be directed to the contact person in matters related to the personal data file at the Fingo office.

## **12 Right of removal**

Every data subject (World Village Festival volunteer workers) has the right to demand removal of the data on them recorded in the data file. In practice, this means the termination of the newsletter subscription, which may be done through the unsubscribe link found in the newsletter.

## **13 Storing of data**

The data on every data subject (World Village Festival volunteer workers) will be stored at the most until the May of the following calendar year, at which point the previous year's volunteer data file is emptied.