

## **Privacy policy, events**

**Created 22.10.2020**

**Purpose of use:** Processing of data concerning events organized by the Finnish Institute in Rome and the Institutum Romanum Finlandiae sr

**Registered groups:** those registered for the event

**Types of personal data:** Name, email and other data provided on the registration form

**Who has access to the data:** Personal data is processed by the staff of the Finnish Institute in Rome and its foundation, Institutum Romanum Finlandiae. The data may also be processed by any co-organizer of the event, who is named in the event description.

**Data processing:** Data is handled with care and data processed through information systems is properly protected. When data is stored on Internet servers, the physical and digital security of the hardware is adequately ensured. Stored data, server access rights and other information critical to the security of personal data are treated confidentially and only by employees and trustees whose role description includes this.

**Data storage periods and criteria:** The personal data provided on the registration form will be kept for a maximum of two years.

**Transfer of data outside the EU or EEA:** Personal data relating to registrations will not be processed outside the EU.

### **Contact details:**

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### **Representative:**

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