

# Register statement

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## 1. Controller

Hanken School of Economics, Alumni  
Arkadiagatan 22  
00100 Helsinki Finland

## 2. Contact persons for cases concerning the register

Mira Aarnivuo  
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00100 Helsinki Finland  
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## 3. Name of the register

Hanken School of Economics, alumni register

## 4. The purpose of processing personal data and the register's purpose of use

The register is used for alumni activities, for example, for maintaining contact and informing alumni as well as for sending an electronic newsletter.

## 5. The information content of the register

The register saves

1. The person's basic data, such as
  - a. name
  - b. personal identity number and gender
  - c. occupation and employment
  - d. information on employer
  - e. links to other alumni
2. Contact and address details, such as
  - a. addresses
  - b. telephone numbers
  - c. e-mail addresses
3. Alumni data such as,
  - a. educational information
  - b. membership in the Alumni Council or Hanken Ambassadors
  - c. donation data
  - d. information on participation in mentorship
  - e. information on participation in events or programmes

Hanken is entitled to update the data

## 6. Customary information sources

The persons themselves, the study register. Hanken investigates the postal addresses contained in the register from the population register continuously.

## 7. Customary transfers of information

No customary information transfer or surrender.

**8. Customary transfers of information outside the EU or outside the European trade area**

No information transfer or surrender.

**9. Principles to protect the register**

The information collected in the register is not transferred to third parties. The registers are saved in the computer system and they are protected and placed so that no unauthorised individuals can access the data in the registers.

**10. The data subject's right of access**

Pursuant to § 26 of the Personal Data Act (523/1999), the data subject of the register can review which data has been saved about the person in the registers by the controller of the register or service.

**11. Correction of data**

Pursuant to § 29 of the Personal Data Act (523/1999), the controller shall, on its own initiative or at the request of the data subject, rectify, erase or supplement personal data contained in its personal data file and erroneous, unnecessary, incomplete or obsolete as regards the purpose of the processing.

**12. Other data related to the administration of personal data**

The personal data should be stored until the person in question requests its deletion.