

To download the Register and Privacy Statement for your company in PDF format, select BOOKING -> Settings -> Terms and Conditions and Privacy Statement. If you have an online store in more than one language, then remember to download your privacy statement in different language versions.

Please note that each company is responsible for ensuring that the data protection obligations are met. Sportum Oy is not responsible for the suitability of this example for your organization.

Register and Privacy Statement (example)

Write here a summary of the principles for collecting and using information in your organization.

1. Registrar

Write here the information of the registrar (company / association name and contact information). For example:

Keskusvaraamo Oy (Y-tunnus: 1234567-8)
Testitie 15
22150 Jomala
+ 040-12341456
keskusvaraamo[at]testi.fi

2. Contact person for the register

Write here the name and contact details of the person responsible for this register

3. Name of the register

Write here the name of the registry, for example: The customer register of Keskusvaraamo Oy

4. Legal basis and purpose of processing personal data

Describe here what kind of personal information from your business collects from your customer and why.

The legal basis for the processing of personal data in accordance with the EU's general data protection regulation is:

- the consent of a person (documented, voluntary, individualized, aware and unambiguous),
- an agreement where a registered party is involved,
- law (describe which one?),
- how to handle a public task (based on what?) Or
- the legitimate interest of the controller (for example customer relationship, employment relationship, membership).

The purpose of processing personal data is to communicate with customers, maintain customer relations, marketing, or for similar kind of purposes.

Describes also whether data is used for automated decision making or profiling.

5. Data content of the register

Describe here what information of a customer is collected.

Data stored in the register can be, for example:
name, status, company / organization, contact details (phone number, e-mail address, address), web site addresses, IP address of the network, IDs / profiles in social media services, information on subscribed services and their changes, billing information or other information.

You can take advantage of the information content of the booking system to describe the data content of the registry.

6. Regular sources of information

Describe here from which sources information can be obtained. Information can be collected, for example, via emails, email, telephone, social media, contracts, customer meetings or other situations where the customer delivers information.

7. Regular data supply and transfer of data outside the EU or EEA

Describe here whether information is provided to other parties. It also describes whether data is being disclosed or data transferred by a controller outside the EU or the EEA.

If personal data is disclosed to different parties, please indicate here potential recipients.

8. Principles of registry protection

Describe here the principles of protecting the registry, such as organizational and technical measures to protect data stored in the registry.

(NOTE: Sportum Oy is responsible for ensuring that the personal data stored on the systems provided by Sportum Oy are handled carefully and that the information being processed is properly protected. Sportum Oy is also responsible for the physical and digital security of the hardware provided by its systems, but the data controllers must ensure the safety of their environment. For this reason, controllers should ensure, for example, that stored data, application usernames and other critical information that is critical to the security of personal data are processed confidentially and only by the employees whose job description it belongs.)

9. The right of inspection and the right to demand correction

Describe here how the right of inspection and the correction of the information will be realized.

For example, every person in the registry has the right to check his / her data stored in the register and to demand that any incorrect information be corrected or incomplete information can be filled in. If a person wishes to check or request correction of his / her record, the request should be sent in writing to the registrar. The controller may, if necessary, request the applicant to prove his identity. The controller must respond to the customer within the time limit set by the EU Data Protection Regulation (usually within one month).

10. Other rights related to the processing of personal data

Describe here the other rights related to the processing of personal data.

For example, a person in the register has the right to request the deletion of his / her personal data from the register ("right to be forgotten"). Also, registered persons have other rights under the EU's general data protection regulation, such as restricting the processing of personal data in certain situations.

Requests should be sent in writing to the registrar. The controller may, if necessary, request the applicant to prove his identity. The controller must respond to the customer within the time limit set by the EU Data Protection Regulation (usually within one month).

It also describes where the verification of the inspection and repair requests and the denial of the data related to them is indicated.

For example:

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