

# DAS Partner Register

## 1. Registrar

Domus Arctica –säätio sr (company ID number: 0210547-1)  
Ylikorvantie 28 A  
96300 Rovaniemi  
tel. 020 7699 180

### **The Plan for Handling and Saving Personal Data in Domus Arctica –säätio**

14.2.2018

Domus Arctica –säätio sr. Phone 020 7699 180 Company ID-number 0210547-1

Ylikorvantie 28 A

96300 Rovaniemi [dasaspa@das.fi](mailto:dasaspa@das.fi)

## 2. Person in Charge of the Register

Managing Director, Kirsti Saviaro and Financial Manager, Anu Kämä-Helin  
Ylikorvantie 28 A  
96300 Rovaniemi  
tel. 020 7699 180  
[kirsti.saviaro@das.fi](mailto:kirsti.saviaro@das.fi), [anu.kama@das.fi](mailto:anu.kama@das.fi)

## 3. The Name of The Register

Partner Register

## 4. The Use of Personal Data

Personal data is used for communications between DAS and its co-operative partners

## 5. Data Contents of the Register

The register includes the following personal data necessary for executing the purpose of the register:

- name
- title/position
- employer
- contact information (mailing address, phone number, email address)

The information will be deleted immediately after there is no need to keep this information saved - excluding instances when the registrar is obligated to keep the information saved by law or by an order of an authority.

## **6. Regulated Sources of Information**

Data is collected primarily directly from the registered partners (in meetings and during other communications). Data can also be collected from external sources, such as newspapers and other publications, publicly accessible internet- and other sources, and from the registers kept by third parties.

## **7. Giving Out and Transferring Information**

Data is not given outside DAS and data is not transferred outside the European Union or the European economic zone.

## **8. Protecting the Register**

Electronically stored registers are protected with firewalls, passwords and other necessary technical methods currently generally approved in the IT field.

Manually maintained registers are contained in spaces where unauthorized persons have no access.

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Only individualized employees of the registrar, or the employees of co-operative partner companies, which the registrar has authorized and who have signed a confidentiality agreement, have access to the registered information with a personalized access given by the registrar.

## **9. The Right to Check, Forbid the Use and to Correct Information**

The registered partner has a right to check what pieces of information concerning the partner has been saved in the register. The plea for check must be sent to the person in charge of the register and it must be provided in written with a signature. The plea for check can also be done in person meeting with the person in charge of the register.

The registered partner has a right to forbid DAS from giving out their information for direct marketing, distance sales or other marketing and questionnaires by contacting the person in charge of the register.

The registered person has a right to demand any false information to be corrected by contacting the person in charge of the register.