

Music Finland

Description of the data file and data protection

Personal Data Act (523/1999) Sections 10 and 24

Data file controller and contact information	Music Finland ry Business ID: 2502166-8 Urho Kekkosen katu 2 C, 6th floor 00100 Helsinki, Finland talous@musicfinland.fi tel.: +358 (2)0 730 2230
Name of the data file	FMQ subscribers' data file
Information stored in the data files	The following information can be stored a) in the FMQ magazine subscription data file <ul style="list-style-type: none">• First and last name• Name of the organisation• Business ID• Mailing address• Telephone number• E-mail address• Billing information b) in the FMQ newsletter subscription data file <ul style="list-style-type: none">• First and last name• Name of the organisation• E-mail address
Purpose of use of the data in the file	The personal data collected is used for <ul style="list-style-type: none">• Managing magazine subscriptions• Communications and notifications related to FMQ, if the person has subscribed to the newsletter mailing list• Financier reporting
Data storage period	The data are stored for as long as the customer relationship and/or subscriptions is in effect and/or the financier reporting is complete.
Regular data sources	The data subjects themselves when they register as subscribers to the FMQ magazine or newsletter. Other reliable parties and data registers can also be used based on the consent of the data subject.
Regular handing over of information and data transfers outside the EU or European Economic Area	The following parties have access to the data: <ul style="list-style-type: none">• The data controller's employees• The processor of the personal data• For applicable parts, third parties Parts of the data can be handed over to a third party for the purpose of mailing ordered magazines, and parts of the data may be handed over to a personal data processor for the purpose of sending ordered newsletters outside of the European Economic Area. The data controller ensures that the data security of the third party and personal data processor have been implemented to the necessary extent. The following data may be handed over to third parties: <ul style="list-style-type: none">• First and last name

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	<ul style="list-style-type: none">• Mailing address• E-mail address
Principles of data protection	<p>Music Finland ry has drawn up a data protection policy detailing the good data security practices with which Music Finland ry complies.</p> <p>Manual material: The data are stored in the data controller's locked business premises.</p> <p>Electronic material: The data files are stored</p> <ul style="list-style-type: none">• on an encrypted network drive that can be accessed only by the data controller's employees and the network server's service provider, i.e. the personal data processor.• On the service provider's encrypted servers, which can be accessed only by a part of the data controller's employees and by the service provider, i.e. the personal data processor.
Right of inspection and right to request the rectification or erasure of the data	<p>The data subject has the right to inspect the data stored in the file pertaining to the data subject. Music Finland ry 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 that is erroneous, unnecessary, incomplete or obsolete as regards the purpose of the processing. The data subject can make any requests for rectification or erasure of data either in writing by mailing an individualised request for rectification or erasure, signed by their own hand, to Music Finland ry's mailing address, or by sending an e-mail to Music Finland. The contact information can be found in the section "Data file controller and contact information".</p>