

DESCRIPTION OF FILE

Compliant with section 10 of the Personal Data Act (523/1999)

Date: 11 June 2018

1. Data controller	The Finnish Shipowners' Association on behalf of the Finnish Maritime Cluster Aleksanterinkatu 44, 00100 Helsinki, Finland
2. Person responsible for matters related to the register	Merja Salmi-Lindgren, Project Manager
3. Name of the register	Register of experts, decision-makers and interest groups
4. Purpose of processing personal data and reason for keeping the register	The register is kept for performing the fundamental tasks of the Finnish Maritime Cluster and conducting the related dialogue with stakeholders. The purpose of processing personal data is liaison and communication.
5. Information contained in the register	Name, title/position and contact details of persons
6. Regular disclosures of data	Data from the register is not regularly disclosed. Access to public personal data contained in the register will be given when requested.
7. Regular data sources	The data is obtained from the data subjects themselves and from reliable public information sources.
8. Principles of protecting the register	The register is maintained through automated data processing. The register is protected with user IDs and passwords
9. Right of inspection	Everyone has the right to check the personal data on himself/herself contained in the register. The data is requested from the contact person of the Finnish Maritime Cluster personally or in a letter signed by the person submitting the request.
10. Rectification of data	Erroneous information in the register will be rectified on the basis of a registered written request submitted to the project manager of the Maritime Cluster. The data is also updated on the controller's own initiative and outdated data is removed at regular intervals.
11. Right to prohibit processing	The data subject has the right to prohibit the processing of personal data on himself/herself by the controller for direct advertising, distance selling or other direct marketing as well as for market research or opinion polling and for a public register or genealogical research. The provisions concerning electronic marketing can be found in the Act on the Protection of Privacy in Electronic Communications. Prohibitions shall be addressed to the controller in the above-mentioned address.