

# TERO SAARINEN COMPANY

## **Tero Saarinen Company** Privacy Policy and Data Protection

### **About data protection**

Data protection means taking into consideration the GDPR, General Data Protection Regulation set by the EU (679/2016) and special enactments concerning processing of personal data in the action of an organisation.

### **Register name**

Register of Tero Saarinen Company's clientele and newsletter subscribers.

### **Data Collected**

The following information may be included in the register: first and last name, email, postal address, phone number, name of organisation and title, and connection to Tero Saarinen Company (audience member, dancer, professional). In addition, service provider's digital server saves information about when and which newsletters the data subject has opened.

Personal data is primarily collected through digital and physical newsletter subscription forms, membership forms, donation forms and through different registrations for events and training activities.

### **Purpose for Processing Personal Data**

Tero Saarinen Company's personal data file contains information of audience members, dancers, participants of training activities, and art and culture sector professionals and policymakers, amongst others, which it uses to maintain and communicate about its core activities. The personal data is used to inform about the Company's current news, activities and performances, if the data subject has subscribed to our mailing list.

### **Storage Time of Information**

All personal data file information is stored for as long as communicating with the data subject is relevant, or/and until the data subject leaves the mailing list at their own wish.

### **Transfer of personal data within the EU or outside the European Economic Area**

Only the controller's personnel and handlers of personal data have access to the personal data file. The data is not disclosed to third parties without separate permission from the data subject.

### **Principles for the Protection of Personal Data File**

Tero Saarinen Company follows good processing practices of personal data protection.

The information in the register is primarily stored digitally on a service provider's server, to which only the controller's personnel and the service provider in question have access. The service provider in question acts as the processor of personal data by order of the controller.

If and when any information from the register is kept elsewhere than the service provider's server, they are stored on a protected remote server, where only the controller's personnel and the service provider of the remote server have access to. The service provider acts as the processor of personal data by order of the controller.

### **Rights of a Data Subject**

Data subjects are entitled to check their personal data included in the register. The controller rectifies, supplements and erases any false, incomplete or unnecessary information regarding the handling of the data subject as by their request, and when updating the register. The data subject also has the right to request to be erased from the register. The data subject can check, rectify or erase their personal data by contacting Tero Saarinen Company by email at [info@terosaarinen.com](mailto:info@terosaarinen.com).