



1 Controller of the register	University of Lapland PO Box 122, 96101 Rovaniemi Yliopistonkatu 8, 96300 Rovaniemi Phone: 016 341 341 Business ID: 0292800-5
2a Person in charge of the register	Ulla Okkonen, Head of Communication +358 50 314 6470 ulla.okkonen@ulapland.fi
2b Contact person in issues concerning the register	Marja-Leena Porsanger, Conference coordinator +358 40 721 8260 marja-leena.porsanger@ulapland.fi Kaisa Juupaluoma, Conference secretary +358 40 484 4462 congress@ulapland.fi Pirkko Pulkkanen, International affairs coordinator +358 400 860 711 pirkko.pulkkanen@ulapland.fi Lauri Herva, Controller +358 40 484 4017 lauri.herva@ulapland.fi
2c Data Protection Officer's contact information	Hannu Mikkola, Lawyer Administration, Research Services +358 40 735 6200 dbo@ulapland.fi
3 Name of the register	Conference office register
4 Purpose of personal data processing / Purpose of controlling the register	Event participants' personal information needed for arranging the event, handling registrations and communicating with participants.
5 Grounds for controlling the register	Participant's consent which he/she gives by completing the event registration form.
6 Data contents of the register	Name, job title, organization, address/invoicing address, email address, phone number and special diet.



7 Regular data sources	Event online registration form.
8 Regular data transmissions	If necessary, to subcontractors (hotels, safari companies), restaurants (special diets), event organizers (participant information, contact information), other event participants (printed list of participants).
9 Data systems utilising the register	The register itself. Register supplier (Dataprisma).
10 Transfer of data outside the EU and the EEA	The data is not transmitted outside the EU and the EEA.
11 Principles of the protection of the register	A. manual material Before and during events, printed registration forms are kept at the conference office behind locked doors. After events, all printed registration forms are destroyed safely.
	B electronically processed data Processing of the registered data requires special system user privileges. A username and password are required to log in to the system. The username is valid for a fixed period of time. The physical protection scheme complies with the data protection regulations of the university. The system servers are located in Finland. The connection between the application and the server is protected.
12 Data storage period	Six years after event.
13 Data subject's rights	The data subject's rights are determined according to the EU's General Data Protection Regulation, articles 15–22: <ul style="list-style-type: none">- right of access- right to rectification- right to erasure- right to restriction of processing- right to data portability- right to object The contact person in issues related to the data subject's rights is the Data Protection Officer, whose contact information is at the beginning of this document.