

## **PRIVACY POLICY**

### **Name of the register:**

Teatteri Metamorfoosi ry Training and Contact Information Register

Prepared: 22.5.2018

Updated: 6.3.2026

### **1. Data Controller**

Teatteri Metamorfoosi ry  
Suvilahdenkatu 10 a 408  
00500 Helsinki, Finland

Contact person: Soile Mäkelä  
Email: soile(at)metamorfoosi.com

### **2. Purpose of Processing**

Personal data is processed for organizing Teatteri Metamorfoosi ry's training and other activities, and for contacting participants. Personal data may also be used to provide information about the association's training, events, and other activities, if the participant has given separate consent for this purpose.

### **3. Categories of Personal Data**

The register may contain the following information:

- name
- email address
- phone number
- additional information related to registration

### **4. Legal Basis for Processing**

The processing of personal data is based on:

- the data subject's consent
- performance of a contract (e.g., training registration)
- the legitimate interest of the data controller for organizing activities and communication

### **5. Sources of Data**

Personal data is mainly collected from the data subject directly, for example via registration forms, email communication, or other contact. If registration is done through an external service, the participant's consent for marketing communication is obtained separately through that service.

## **6. Disclosure of Data**

Personal data is not disclosed to third parties without the data subject's consent unless required by law or necessary for the provision of a service. Data may be processed in systems and services used by the data controller in compliance with applicable data protection legislation.

## **7. Data Retention**

Personal data is retained only as long as necessary for organizing training and activities, for contacting participants, and for fulfilling any statutory obligations.

## **8. Security of Data**

Personal data is stored in secure electronic systems. Access is restricted to individuals who need it to perform their work duties.

## **9. Transfer of Data Outside the EU/EEA**

Personal data may be processed in cloud services used by the data controller, such as Google Drive and Gmail. These services are provided by Google LLC. Data may therefore be processed outside the European Union or European Economic Area in compliance with EU data protection legislation.

## **10. Data Subject Rights**

Data subjects have the following rights:

- right to access personal data
- right to request correction of inaccurate data
- right to request deletion of data
- right to restrict processing of data
- right to object to processing of data
- right to data portability (transfer data to another system) in accordance with applicable law
- right to withdraw consent at any time

## **11. Right to Lodge a Complaint**

Data subjects have the right to lodge a complaint with a supervisory authority if they believe that the processing of personal data violates data protection laws. In Finland, the supervisory authority is the Office of the Data Protection Ombudsman.

## **12. Cookies**

The website may use cookies to ensure proper functioning, improve user experience, and analyze website usage. Cookies are small text files stored on the user's device. Users may block the use of cookies through their browser settings.