

HANDLING OF PERSONAL DATA IN FOLKHÄLSAN ACTIVITIES

Samfundet Folkhälsan i svenska Finland rf

TENANTS IN FOLKHÄLSAN RESIDENCES

The collection, registration, storage and processing can cover the following data: name, address, telephone number, e-mail address, year of birth, personal identity number and invoicing details; this is to fulfil the agreement that Folkhälsan has concluded with you, to fulfil Folkhälsan's statutory obligations, for invoicing and accounting purposes and for other administrative matters.

PARTICIPANTS OF RESEARCH PROJECTS

Participation in a research project usually takes place based on the expressed consent of the participants. Generally, the project plans of the project are evaluated by an ethical committee. The request for consent describes at least the purpose of the project, what personal data are collected, how they are stored and how they are protected, as well as how long they are stored. The request also provides information on whether the data of a finished project will be transferred to a data archive for further use. Each research group always has a person with primary responsibility and a contact person you can contact if you wish to terminate your participation in the project or have any other questions.

The permission of the appropriate authority is required for database research.

PRODUCT AND SERVICE VENDORS

In connection with the purchase of products and services, the following personal data may be collected, registered, stored and processed: name, e-mail address, telephone number, title, company name, address, business ID, account number and invoicing details; this is to fulfil the agreement Folkhälsan has concluded with you or the company you represent, to fulfil Folkhälsan's statutory obligations, for payment and accounting purposes, for the processing of complaints and for other administrative matters.

Folkhälsans Förbund rf

PARTICIPATION IN COURSES, GROUPS, SWIMMING SCHOOLS, AFTERSCHOOL CLUBS AND OTHER COMPARABLE ACTIVITIES

In order to handle communication and invoicing, we request your contact details, such as name, address, e-mail address and telephone number. If the participants are under the age of 18 or if, for any other reason, the payer is a different person, we also request the contact details for the payer.

In order to provide you with service in your preferred language, we can register your preferred communication language with us.

We may transfer logs regarding our communication with you in order to ensure that the person assisting you has access to the information you have provided and the views and desires you have expressed.

To reasonably distinguish between people with the same name we will also request that you provide us with your date of birth. We may also require your date of birth in order to provide the financiers with the required statistics and for ensuring that the participants meet the age requirements related to the nature of the activities or to the legislation applicable to the financing.

We will also request information on your gender in order to compile statistics for our own use and to meet the requirements associated with financing.

To monitor the activities, the course leader or instructor may keep a course journal with information on your attendance and, if the nature of the courses so requires, also your performance.

For some of the activities, information on allergies or health may be necessary so that the needs of the participants can be taken into account in catering and by the leader. By providing this information to us, you also provide us with your consent that we may process this information for the purposes it was collected.

MEMBERS AND VOLUNTEERS

In order to handle various forms of communication, we will request that you provide us with your name, address, e-mail address and telephone number. To reasonably distinguish between people with the same name we will also collect your date of birth.

For the purposes of handling membership affairs, we will document your payment of the membership fee and any other fees and contributions associated with your membership. Local affiliate associations may have different fee categories for members belonging to the same household, and in such cases information regarding which people belong to the same household will be collected.

Information about expressed interest for volunteer tasks will also be documented.

Membership also gives you the possibility to contribute as a volunteer—as a trustee, an official or by taking care of another volunteer task. You can also perform volunteer tasks without being a member. To support and encourage those contributing, we will document the tasks, participation in courses relevant for the work at the association or volunteer tasks and any service recognitions earned.

Information about gender will be collected so that we can statistically analyse how we have succeeded at reaching out to both men and women in general.

Folkhälsan Valfärd Ab

PRIVATE SOCIAL AND HEALTHCARE SERVICES

When using the products and services of Folkhälsan Valfärd Ab produced on the basis of the act on private social care (922/2011) or the act on private healthcare (152/1990), we may collect, register, process and store the following personal data: name, personal identity number, occupation, address, telephone number, home municipality, e-mail address,

information regarding services, fees and the provision of services produced on the basis of an agreement with Folkhälsan Vålfärd Ab, contact details of the next of kin and/or supervisor of interests, invoicing details, details necessary for the arranging, planning, provision or monitoring of examinations, care, adjustment training or rehabilitation, journal entries according to the applicable legislation and directives, notes regarding disclosure of information and any other journal entries according to the applicable legislation and directives. In addition, material may be saved from surveillance cameras on our premises where the activities are arranged.

The information is used for fulfilling agreements we have concluded with you as a customer and for providing a service or a product you request, for fulfilling our obligations based on legislation, for invoicing, payment and accounting purposes, for processing complaints, for customer service, security, secrecy and administrative affairs, for quality work and internal control, for verifying that you have ordered services and products, and for statistical purposes.

PRIVATE DAY CARE SERVICES, AFTERSCHOOL CARE AND HOLIDAY ACTIVITIES

Within the framework of Folkhälsan Vålfärd Ab's children's activities (day care, afterschool club and leisure activities), the following personal data may be collected, registered, processed and stored: the child's first name, last name and personal identity number, the guardians' names and their status, telephone number, e-mail address, address, and the child's school, class and teacher, the child's need for care, daily care hours, customer number, pickup information/permission to leave premises alone, service termination period, basis for fees, media use permission (photo, video etc.) for the child, permission for marketing purposes, health details concerning the child insofar as they are necessary for providing the service and the child's individual plan for infant care in accordance with the applicable legislation.

The information is used for fulfilling agreements we have concluded with you as a customer and for providing a service or a product you request, for fulfilling our obligations based on legislation, for invoicing, payment and accounting purposes, for processing complaints, for customer service, security, secrecy and administrative affairs, for quality work and internal control, for verifying that you have ordered services and products, and for statistical purposes.

SOCIAL AND HEALTHCARE SERVICES, DAY CARE SERVICES AND OTHER SERVICES PROCURED BY THE PUBLIC SECTOR

For activities produced by Folkhälsan Vålfärd for the public sector, the orderer, i.e., the municipality, the special healthcare district or the National Institute for Health and Welfare is the controller of personal data. This means that if you are using one of these services, you need to contact the orderer for more information. Our unit managers can tell you which party is the orderer.

PRODUCT AND SERVICE VENDORS

In connection with the purchase of products and services, the following personal data may be collected, registered, stored and processed: name, e-mail address, telephone number, title, company name, address, business ID, account number and invoicing details; this is to fulfil the agreement Folkhälsan has concluded with you or the company you represent, to fulfil

Folkhälsan's statutory obligations, for payment and accounting purposes, for the processing of complaints and for other administrative matters.

Folkhälsan Utbildning Ab and Folkhälsan Sport Ab

STUDENTS

Folkhälsan Utbildning Ab collects, registers, processes and stores necessary personal data of students needed for:

- administration and planning of studies, dormitory residence and diet
- admission process, admission exams, planning of studies, monitoring and evaluation of studies, grades and certificates
- to provide statutory or contractual information regarding the students to authorities or other purchasers of education services from Folkhälsan Utbildning Ab
- invoicing of learning material, housing and other fees
- payment of salary in the event the student does paid work at the school
- housing, special diet

The information that is stored may be:

- name, contact and address details of the students and their guardians and next-of-kin, if any
- personal identity number or year of birth/age
- results from the admission exam, study performance, grades, exam grades and earlier education
- salary information
- dormitory room, diet

During the studies, the students will be registered as users of learning platforms and in various computer programs used in the instruction. A name or short username will be registered and, if necessary, also an e-mail address. The students are provided instruction using various test and measurement programs where specific, basic personal information and measurement results may be registered for the evaluation.

With the students' consent, the students can be registered in a database used for marketing and newsletters.

COURSE PARTICIPANTS

Folkhälsan Utbildning Ab collects, registers, processes and stores only the necessary personal data of course participants needed for the corresponding course type.

- For courses without state financing, either no personal details or, most commonly, only the first and last name are stored. If relevant for course planning or content, other details can also be stored.
- For short courses with state financing, the students' first and last name, gender, home municipality and year of birth are stored. This information is kept for the statutory period. If relevant for course planning or content, other details can also be stored.
- For longer courses involving certification or a diploma, we register, in addition to the name and age, personal details such as contact details, study performance and, in certain cases, the personal identity number.

The courses may involve exams whereby basic personal details specific to the exam and the performance in the exam are registered. Course participants are registered with their address details if a personal invoice is to be sent. For dorm and hotel residents, the first and last names are registered. Information regarding a special diet will be registered at a personal level only if the customer so wishes, and in other cases only the number of special diets is registered. The details are shared with the catering provider.

With the course participants' consent, the course participant can be registered in a database used for marketing and newsletters.

SPORTS CUSTOMERS

Folkhälsan Utbildning Ab collects, registers, processes and stores only the necessary personal data of sports customers needed for producing the service the customer is purchasing.

The registered personal data can be:

- name, contact details and year of birth
- basic details needed before a specific test and for the measurement results of the test
- invoicing details
- for dorm and hotel residents, the first and last names are registered
- information regarding a special diet will be registered at a personal level only if the customer so wishes, and in other cases only the number of special diets is registered. The details are shared with the catering provider

With the customers' consent, the customers can be registered in a database used for marketing and newsletters.

WORKSHOP PARTICIPANTS

Folkhälsan Utbildning Ab collects, registers, processes and stores only the personal data of a workshop participant that are needed for fulfilling the requirements that the financier or the authority imposes and/or as are needed for compiling anonymous statistics for the authorities.

With the participant's consent, certain information will be shared with parties specified in the consent.

With the workshop participants' consent, the workshop participants can be registered in a database used for marketing and newsletters.

HOTEL, CONFERENCE AND PRIVATE CUSTOMERS PURCHASING SERVICES OR RENTING SPACES

Folkhälsan Sport Ab collects, registers, processes and stores only the necessary personal data needed for producing a service the customer is purchasing.

The registered personal data can be:

- the customer's and/or a contact person's name and contact details
- invoicing details
- first and last name for hotel and dorm residents paying in cash
- information regarding a special diet will be registered at a personal level only if the customer so wishes, and in other cases only the number of special diets is registered. The details are shared with the catering provider
- basic customer information, if required for providing the service that the customer is purchasing, for example, a measurement, test or other sports service. The measurement results are registered

With the customers' consent, the customers can be registered in a database used for marketing and newsletters.

OTHER CUSTOMERS

A customer booking massage services at a masseur's appointment in Norrvalla is registered in a booking and patient data system, which is also used for documenting the therapies for training purposes. The customer gives their consent to this during the first visit.