

## DESCRIPTION OF THE FILE

Personal Data Act (523/1999) section 10

Date of drafting: 24.11.2015

1. Controller	Startup Refugees Helsinki, Finland
2. The person in charge and/or contact person	Camilla Nurmi Helsinki, Finland +358 50 462 2133 Camilla@madventures.tv
3. Name of the register (should describe the content)	Customer database for Startup Refugees.
4. The purpose for processing the personal data / the purpose for the use of a register	The registered customer's personal data is processed in order to maintain, manage, and develop the customer relationships related to the service, to perform analysis and compile statistics, and to produce, offer, and develop the service.
5. Content of the register (For instance: name, address and telephone number of the data subject)	The register is used to process information related to the following groups: - The registered customer's basic information, such as name, age, gender, nationality, personal ID, phone number and address - Information related to customer's passport and income tax card - Information related to customer's asylum application and reception centre - Information related to customer's motivation to work in Finland - Information related to customer's skills, such as education, profession, knowledge of languages, hobbies, drives license and work experience - Information related to customer's references - Information related to customer's health - Information related to the customer's contract relationships incurred from this service - User IDs and other identity information
6. Regular sources of information * (Which data is received, by whom and on what ground. For instance: consent or provision of a law)	Personal information is collected during registration, while the service is being used, or otherwise directly from the registered customers. Personal information may also be collected and updated from the Population Register, the Finnish register for direct marketing prohibitions, and other similar registers.

<p>7. Regular destinations of disclosed data and whether the data is transferred to countries outside the the European Union or the European Economic Area</p>	<p>Startup Refugees may hand over personal information to the extent that is allowed and required by the existing legislation. Information will not be processed or transferred outside of the European Union or the European Economic Area.</p>
<p>8. The principles how the data file/register is secured.</p>	<p>Information is collected in common databases that are protected by firewalls and other technical means. The databases are located in locked premises, and only specific, pre-determined persons can access the information.</p>
<p>9. Right of Inspection</p>	<p>In accordance with Section 26 of the Personal Data Act, a registered customer has the right to inspect the data concerning them that has been recorded in the register. The request for inspection shall be sent to the address below, in writing and with the registered customer's signature:</p> <p>Startup Refugees Helsinki, Finland</p>