

1. Registrar	Crisis Management Centre Finland P.O. Box 1325 (Hulkontie 83) FI-70821 Kuopio, Finland tel. +358 295 450 201 (Emergency Services College operator)
2. Person responsible for register matters and/or contact person	Person in charge: Head of Development Jari Mustonen, tel. +358 295 453 695, jari.mustonen@cmcf Finland.fi Contact person: Situation Awareness Coordinator Arto Tissari, tel. +358 295 453 671, arto.tissari@cmcf Finland.fi
3. Name of register	Crisis Management Centre Finland's communications and newsletter register.
4. Reason for using personal details / purpose of register	The register is used for sending the Crisis Management Centre Finland's newsletters and bulletins to recipients' email addresses.
5. Content of register	Name and email address of registered individual. In addition, optional information regarding their organisation.
6. Normal data sources	Data is collected using the form for subscribing to the email newsletter, which is located on the Crisis Management Centre Finland's web pages. The newsletter is free and voluntary. The registered individual can update and change their details themselves using the online form. The equivalent register information can also be inserted into the register manually by the Crisis Management Centre Finland. Removal from the register: The registered individual themselves can cancel their newsletter registration using the online form and thus have their details removed from the register.
7. Permitted passing on of personal data or transfer of data to outside the EU or European Economic Area	The data is not passed on to anyone; it remains only with the registrar. Data is not transferred from the register to outside the EU or European Economic Area.
8. Principles for register protection	Data is saved to computer The register is located on an email server (www.emaileri.fi) which is located in a guarded server centre. Access to the register is restricted to those requiring the information for their work duties. Each person accessing the system has their own individual user name.

<p>9. Viewing rights and implementation of viewing rights</p>	<p>Each person has the right to view the data related to themselves. The viewing right is free. Viewing requests must be made either in writing by means of a personally signed letter or by personal request from the registrar. The letter may also be scanned and sent by email.</p> <p>Viewing requests are to be addressed to: Crisis Management Centre Finland</p>
<p>10. Data correction and implementation of data correction</p>	<p>Every person has the right to demand the correction of their personal details held in the register. Correction requests must be made in writing and with sufficient proof of identity, as per the instructions given in section 9.</p>
<p>11. Other rights</p>	<p>In accordance with Section 30 of the Personal Data Act, the registered individual has the right to deny the registrar the use of the individual's personal data for direct advertising, distance marketing and other directing marketing as well as market and opinion research, registers of individuals, and genealogies. Correction requests must be made in writing and with sufficient proof of identity, as per the instructions given in section 9.</p>