

**Information on processing personal information
GDPR**

Creation date

21.3.2015, updated 24.5.2018

1a Controller	<p>Nimi Hämeen keskiaikaseura ry</p> <p>Osoite</p> <p>Muut yhteystiedot (esim. puhelin virka-aikana, sähköpostiosoite)</p>
2 Contact person regarding the register	<p>Nimi Lea Viljanen</p> <p>Osoite Lohkopellontie 18 A 2, 00650 Helsinki</p> <p>Muut yhteystiedot (esim. puhelin virka-aikana, sähköpostiosoite) Lea.Viljanen@iki.fi</p>
3 Register	Cudgel War participant register
4 Purpose of processing	Managing people who have registered to participate in Cudgel War, a medieval event in Finland.
5 Processed data	Given name, surname, SCA name, age group, medieval hobby group, membership number, email address, telephone number, dietary allergies, choices regarding the event
6 Source of information	The registered person
7 Transfer of data	The data is not transferred to parties not affiliated with running the event.
8 Transfer to 3rd countries outside EU or EEA	<p>No such transfer</p> <p>However, the email confirmation containing the registration details (incl. personal information) may be sent to outside EU or EEA if the mailbox or server of the email address given by the registered person is located outside EU or EEA.</p>

9 Security features	<p>A Paper data The data is printed to be used in the Cudgel War event and then the paper copies are destroyed.</p> <p>B Electronic data Electronically the data is stored in an application called Tollkeeper, which has been designed for managing the registrations to Cudgel War. Access to the data in the system is restricted based on limiting the access rights to the event staff. Portions of the data is exported to be managed with standard office tools (Excel etc).</p> <p>The Tollkeeper system is located in the Amazon Elastic Computing Cloud in the EU availability zone. (Amazon EU West). The server in the cloud is regularly updated with security patches. Access to the server is restricted with the AWS firewall and access rights.</p> <p>Regular backups are taken from the database of the Tollkeeper application. Some backups may be transferred to safekeeping outside the Amazon cloud. Such databases are protected by access rights.</p> <p>Some information is also located in the Gmail email account. Access to the account is restricted to event staff only.</p>
10 Lawfulness of processing	<p>Fulfilment of contractual obligations (GDPR Art 6 item 1 b)</p> <p>Registering to Cudgel War means the data subject and Hämeen keskiaikaseura have entered into a contract where the data subject will take part in the Cudgel War medieval event. The processing of the personal information of the data subject is necessary to provide the service.</p>
11 Rights of the data subject	<p>Data subject has right in accordance with the GDPR access to the personal data and the possibility to rectify any errors in the data. The registered has also the right to be erased from the system, that is equivalent of cancelling the event participation.</p> <p>Such requests should be addressed by email to nuijasota@gmail.com.</p>
12 Retention period	<p>Data is stored until the financial books of the event have been closed. After that the data will be deleted from the Tollkeeper and the email account.</p>
13 Cookies	<p>The system does not use cookies to track the data subject.</p> <p>Cookies are used for event staff when they log in to the staff portal to view the registration information.</p>
14 Information about automated decision making	<p>No automated decision making is in use.</p>