

Description of the file

Personal Data Act (523/1999) section 10

- 1. Controller**
American Resource Center
Fabianinkatu 30
00014 University of Helsinki
Tel. 050-448 5704
E-mail: arc@usembassy.fi
- 2. The person in charge and/or contact person**
American Resource Center
Tel. 050-448 5704
E-mail: arc@usembassy.fi
- 3. Name of the register**
ARC Mailing List
- 4. The purpose for processing the personal data / the purpose for the use of a register**
Mailing the ARC Newsletter; and/or mailing invitations to events arranged by the ARC and/or the U.S. Embassy Finland; and/or informing about events and programs arranged by the ARC and/or the U.S. Embassy Finland.
- 5. Content of the register**
E-mail address
- 6. Regular sources of information**
Registration to the mailing list:
 - Self-registering by using the online newsletter ordering form
 - By giving consent at e.g., a circulating name list at a public event arranged by the ARC
 - By giving an oral consent e.g., when using the ARC's services
 - When it is in the best interest of the registered and/or partnership to be added to a mailing list informing of the ARC's and/or U.S. Embassy Finland's programs and events.
- 7. Regular destinations of disclosed data and whether the data is transferred to countries outside the European Union or the European Economic Area**
E-mail addresses are not handed to outsiders; they are only used by the ARC. Any data is not transferred outside of the European Union or the European Economic Area.
- 8. The principles how the data file/register is secured**
Information is kept confidential. A service provider (Postiviidakko) is responsible for the technical protection and data security of the information saved in the registry.