

1. NAME OF REGISTER	Unemployment Fund Aaria Member and Payment Register
2. CONTROLLER	Unemployment Fund Aaria Elimäenkatu 5 00510 HELSINKI <a href="mailto:asiakaspalvelu@aariakassa.fi">asiakaspalvelu@aariakassa.fi</a> <a href="http://www.aariakassa.fi">www.aariakassa.fi</a>
3. CONTROLLER'S CONTACT PERSONS	Person in charge of the data file: Tuija Taxell, Fund Director Contact person: Merja Suuronen Contact information: see Paragraph 2
4. DATA PROTECTION OFFICER	Arto Pirinen <a href="mailto:tietosuojaavastaava@aariakassa.fi">tietosuojaavastaava@aariakassa.fi</a>
5. PURPOSE OF PROCESSING PERSONAL DATA	The register is used to process personal data and membership fee data for the purpose of managing membership relationships and paying statutory benefits to members of the unemployment fund.  Data in the register is also used to provide information to the Finnish Tax Administration, the Finnish Centre for Pensions, the Ministry of Social Affairs and Health, the Ministry of Economic Affairs and Employment, the Finnish Financial Supervisory Authority and other similar entities in accordance with the statutory right to obtain information.
6. LAWFUL BASIS OF PROCESSING	The Unemployment Fund grants earnings-related unemployment allowance in accordance with the Unemployment Security Act and other benefits within the Fund's sphere of competence. In order to carry out this task, the Unemployment Fund stores and processes personal data on its members and members who are or been beneficiaries of the Fund, as well as information on the benefits paid. Unemployment Fund Aaria also maintains a list of its members as referred to in the Associations Act.
7. DATA CONTENT OF THE REGISTER	The register is used to collect information about members, including personal and contact information, personal identity code, name of member community/union for checking whether the member's dues are paid, and basic information about the membership. These are listed in more detail in <a href="#">Annex 1</a> .  The following information is collected about members who receive or have received an allowance: <ul style="list-style-type: none"> <li>- the grounds for paying the allowance</li> <li>- type of allowance and, if applicable, subtype for purposes of official statistics</li> <li>- decisions related to the payment of allowances</li> <li>- amount of allowances paid and payment dates and time periods</li> <li>- deductions made on paid allowances to the tax administration, authorities, Kela and the fund</li> <li>- information about withholding taxes for the current year</li> <li>- bank account number</li> <li>- dates of birth of dependent children, for purposes of a possible child support supplement</li> <li>- other information and documents required for the payment of the allowance</li> </ul>
8. REGULAR SOURCES OF DATA	As a rule, the member register of the unemployment fund receives data from documents submitted by applicants themselves (including the membership application and applications for allowance, with attachments) and from unions and their member registers (union

	<p>members' fund membership fees), previous unemployment fund, new unemployment fund, and the authorities.</p> <p>We collect also data from official registers to which the unemployment fund has access.</p>
9. RECIPIENTS OF PERSONAL DATA	<p>We disclose data to the new unemployment fund of a member who has been expelled or resigned from the fund for the purpose of managing the member relationship and paying allowances at the request of the new unemployment fund, either in paper form or digitally.</p> <p>In addition, statutory information in the register related to the payment of allowances is disclosed to the Finnish Financial Supervisory Authority, the Finnish Centre for Pensions, the Unemployment Insurance Fund, the Ministry of Economic Affairs and Employment, and the Social Insurance Institution Kela.</p> <p>Data is disclosed to the Finnish Tax Administration in electronic format in order to take into account paid membership dues and allowances and tax withheld on them at source in the data subject's taxation.</p> <p>Upon request, we will also disclose data to other authorities, including the Employment and Economic Development Office, Unemployment Security Ombudsman, Social Insurance Institution Kela, the Ministry of Social Affairs and Health, the Finnish Tax Administration, social welfare offices, enforcement authorities, criminal investigation authorities and courts, as well as with educational establishments and insurance and pension providers who have a legal right to request information from the fund.</p> <p>If you are a member of both the fund and the union, your data will be disclosed to the member community or union in paper form or electronically using an encrypted connection for the purpose of monitoring the fund's membership fees.</p> <p>The processor of personal data in the register is the service provider Futunio Oy, to which data is disclosed for the purpose of maintaining the register. The fund has signed an agreement with Futunio Oy that takes into account the requirements of the EU General Data Protection Regulation.</p> <p>The fund may use sub-processors to whom data is disclosed in order to carry out tasks. Potential sub-processors are required to sign a non-disclosure agreement and contractually obligated to comply with the EU GDPR.</p> <p>We do not disclose data to third parties or process it for the purposes of direct marketing.</p>
10. DISCLOSURE OF PERSONAL DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS	<p>We never transfer data to third countries outside of the EU or the EEA or to international organisations.</p>

11. RETENTION PERIOD OF PERSONAL DATA OR CRITERIA FOR DETERMINING THE RETENTION PERIOD	<p>We retain data in accordance with our archiving plan as follows:</p> <ul style="list-style-type: none"> <li>- tax information for two years (current and previous year; tax authorities' instructions)</li> <li>- information related to the payment of benefits for about 10 years (the maximum review period under the Unemployment Security Act is 9 years and 4 months).</li> <li>- membership information (start and end date of membership, acceptance documents, resignation notices and dismissal decisions) for 50 years; the information must be available throughout the data subject's career in order to calculate the correct amount of benefits (length of membership affects the duration and amount of benefits);</li> </ul>
12. WILL DATA IN THE REGISTER BE USED FOR OTHER PURPOSES THAN WHAT IT HAS BEEN COLLECTED FOR?	Data in the register is not used for any other purpose than the one for which it has been collected.
13. OVERVIEW OF TECHNICAL AND ORGANISATIONAL SAFEGUARDS	<p>Hard copies of the material are stored in separate premises with restricted access.</p> <p>Electronic material is stored in separate databases that are protected by personal usernames and passwords and which Futunio Oy maintains in accordance with a separate agreement in compliance with the EU GDPR. The database is physically located on servers in a separate, secure data centre with separate access control and data encryption.</p> <p>Data is processed in accordance with general data protection regulations. Data is only accessible to persons employed by Unemployment Fund Aaria and insurer organisations (unions) who need access to perform their duties. We have signed separate data processing agreements that take into account the requirements of the EU GDPR with parties that handle matters of members of the insurer organisations' unemployment fund.</p>



#### 14. RIGHTS OF DATA SUBJECTS

In accordance with the EU GDPR, members of the fund have the right to access their personal data ([Article 15](#)) and request that any errors be rectified in accordance with [Article 16](#). Members can view and update their personal data in the fund's eAsiointi e-service, which can be accessed from the link on the fund's website at [www.aariakassa.fi](http://www.aariakassa.fi).

Alternatively, the request to access data can be submitted to the fund in writing. The fund approves the request and transfers the data in electronic format after a sufficiently specific request has been submitted to the fund through the payment system's eAsiointi service. Requesting access to data is free of charge once a year.

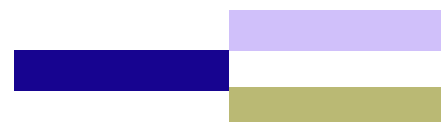
Data subjects have the right to request the erasure of their data in accordance with [Article 17](#). This right is restricted in the situations described in Article 17, such as when the fund has a legal obligation to retain certain data for a certain period of time.

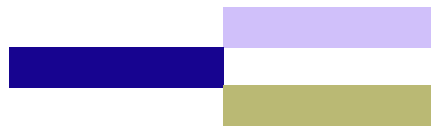
Data subjects have the right to demand the restriction of processing in accordance with [Article 18](#).

Data subjects have the right to have their personal data transferred to another controller in the manner and situations described in [Article 20](#). For this purpose, the fund employs a method agreed jointly by employment funds that allows membership to be transferred easily from one fund to another.

If the processing is done on the basis of consent pursuant to [Article 6\(1\)](#) or [Article 9\(2\)](#), the data subject has the right to withdraw consent on the basis of [Article 7\(3\)](#). As a rule, the unemployment fund does not process personal data on the basis of consent.

Data subjects have the right to lodge a complaint with the supervisory authority in the manner described in [Article 77](#) if they feel that the processing of their personal data is in violation of the EU GDPR.





## ANNEX 1. Membership information in the Unemployment Fund Aaria Member and Payment Register

Data content of the Unemployment Fund Aaria Member and Payment Register, all members (in addition, other data is collected from members who receive or have received benefits. For the full list, see the [privacy statement](#)).

<p>Identifying information:</p> <ul style="list-style-type: none"> <li>• Membership number</li> <li>• Personal identity code</li> <li>• Last name</li> <li>• First name</li> <li>• Name extension</li> <li>• Calling name</li> <li>• Sex</li> <li>• Language</li> </ul>	<p>Contact information:</p> <ul style="list-style-type: none"> <li>• Address</li> <li>• Postal code</li> <li>• Town/city</li> <li>• Address extension</li> <li>• Country</li> <li>• Additional addresses</li> <li>• Email</li> <li>• Telephone</li> <li>• Mobile phone</li> </ul>
<p>Membership information:</p> <ul style="list-style-type: none"> <li>• Membership type</li> <li>• Union number</li> <li>• Union name</li> <li>• Branch/Association number (District)</li> <li>• Branch/Association name (District)</li> <li>• Membership category</li> <li>• Membership start date</li> <li>• Membership end date</li> <li>• Reason for ending the membership</li> </ul>	<p>Register update information:</p> <ul style="list-style-type: none"> <li>• ID of author of the update</li> <li>• Date of update</li> <li>• Changes</li> <li>• ID of author of the change</li> <li>• Date of change entry</li> <li>• Membership end date</li> <li>• ID of person ending the membership</li> </ul>
<p>Accounting information (non-union fund members):</p> <ul style="list-style-type: none"> <li>• Amount of membership fee (invoiced, overdue and paid)</li> <li>• Payment date, due date and invoice date</li> <li>• Information for the duration of membership fees</li> <li>• sent e-invoices</li> <li>• Membership fee credits and refunds</li> <li>• account number related to these</li> </ul>	<p>Other information</p> <ul style="list-style-type: none"> <li>• Number ID of previous fund</li> <li>• Name of previous fund</li> <li>• Duration of membership in previous fund</li> <li>• Reason for ending the membership</li> <li>• Service method (decisions, etc.)</li> <li>• Additional information</li> <li>• Documents and decisions related to the membership</li> </ul>

