

PRIVACY POLICY

Jkl Booking - Customer Register

Personal Data Act (523/1999) 10 ja 24§

Updated 24.5.2018

1. Controller

Jyväskylän Kongressikeskus Oy / Jkl Booking

Lutakonaukio 12, 40100 Jyväskylä

Business ID: 1466665-5

2. Representative of the controller:

Jyväskylä Congress Centre Ltd. / Jkl Booking

Phone: +358 14 339 8144

Email: booking@jklpaviljonki.fi

3. Name of register

Customer register of Winres

4. Purpose of personal data processing

Controller process the personal data for following purposes:

- The processing of room bookings and registrations
- Customer relationship management and customer service
- Event arrangement
- Invoicing and payment control
- Informing, marketing communications and advertising

5. Data content of the customer register

The personal data collected by the controller may contain e.g. the following types of data:

- Basic data of the company: name, address, e-mail, phone number ja invoicing details
- Contact information: name, address, e-mail, phone number ja invoicing details
- Information related to the accommodation reservation or participation in the event: name of the company, name, address, phone number, e-mail, date of birth, social security number, gender, title, nationality, invoicing details
- Other information improving the implementation of a service, such as information on dietary preferences or the accessibility of rooms.
- Other information of customer needs and wishes.
- Booking and registration information of previous or future reservations
- Any other information that are necessary for the purpose of the register

6. Regular information sources

Data is mainly collected from the customer via online-form, by e-mail or by phone. Data is collected when customer register for the event or make accommodation reservation.

7. Regular hand-over of information

Information may be handed over only to operators that are relevant for event organization.

- Event organizer (information that are necessary for the purpose of the event)
- Accommodation (information that are necessary for the purpose of accommodation bookings)
- Restaurant (special dietary, allergies)

8. Transfer of information outside the EU or the European Economic Area

Personal information will not be handed over outside the EU or the European Economic Area.

9. Principles of register protection

- Customer register is stored in Winres server.
- Separately appointed employees of the controller and employees of companies operating under the assignment and in the name of the controller are only entitled to use the system that contains customer data and modify customer data. User rights are only limited to the data each employee requires in their work.
- Employees who process the registered customer data are bound by a confidentiality obligation. Data will only be disclosed or transferred to third parties as a result of a statutory disclosure obligation, such as a request presented by a customer or a statutory request presented by an authority. The system is protected by means of technical solutions.

10. The right of data subjects to check data

Data subjects have the right to check their personal data saved in the register and to obtain copies of their data. Requests to check data must be made in writing and sent to the representative of the controller.

11. Rectification of data

The controller will rectify, remove or supplement any registered personal data that is incorrect considering the purpose of processing, unnecessary, defective or outdated, independently or at the request of a registered person. Registered persons must contact the controller's representative in writing in order to rectify data.

12. The right of data subjects to restrict processing

Data subjects have the right to restrict the controller from processing their personal data for direct advertising, distant sales, other direct marketing, market and opinion polls. Processing restrictions must be made in writing and sent to the representative of the controller.