

Processing volunteers' personal data

1. Registrar and the contact details

This privacy policy covers the volunteer register maintained by the DocPoint-elokuvatapahtumat association

DocPoint-elokuvatapahtumat association maintains a volunteer register at:

DocPoint-elokuvatapahtumat ry
Simonkatu 12 B 13
00100 Helsinki
Finland

tel. +358 50 455 8446

You can ask more about personal information from info@docpoint.fi

2. The purpose of processing personal data and legal basis for the processing

We collect your personal information so that we can inform you about DocPoint Festival's volunteering activities, such as upcoming information sessions, other events and possible promotions, and send you DocPoint Festival's volunteer guidance and information.

From the Helsinki Documentary Film Festival you will receive by email:

- Volunteer information material
- Other information material, questionnaires and requests to participate in events related to the festival's volunteering activities
- Invitations to participate in information and training events
- Invitation to the After Party

With your permission, your contact information will be published during the DocPoint Festival in the manner agreed with you, so that other volunteers in your team or other festival participants can contact you if necessary.

The basis for processing personal data is a legitimate advantage.

3. What information do we process

We collect and store the information of our volunteers that is necessary for communication and operations: name, address, telephone number, and email address.

In addition, we collect and store information about the volunteer's role at the DocPoint Festival. It may also be necessary to deal separately with information on special diets or special needs during information sessions, training days and other meetings. .

4. Where do we get the information from

In the volunteer register, we collect information provided by a volunteer when applying to the DocPoint Festival or while volunteering. On the website of the DocPoint - Helsinki Documentary Film Festival, you can register as a volunteer and the completed personal information is stored in the volunteer register of the DocPoint-elokuvatapahtumat association.

5. To whom do we transfer data and do we transfer data outside the EU or the EEA?

The volunteer coordinator is authorized by DocPoint-elokuvatapahtumat association to manage the volunteer register for the DocPoint Festival during the festival and during the planning phase. The coordinator may give other festival team members the volunteer's personal information based on their need to organize the event. At other times, the volunteer register is managed by the producer of the DocPoint-elokuvatapahtumat association.

There are cases where personal information from the DocPoint volunteer register is transferred to third parties, for example for the purpose of updating, posting or otherwise marketing. In these cases, DocPoint has agreements with the service providers that take into account the requirements of the law and the EU Data Protection Regulation. Naturally, service providers are not allowed to use or pass on the information for their own purposes.

We do not transfer data outside the EU or the EEA.

6. How do we protect data and how long do we store it?

The DocPoint producer is responsible for the DocPoint Festival's volunteer register and for ensuring that the personal data of the volunteers is processed in accordance with the instructions given by DocPoint. The volunteer registry is kept password-protected in DocPoint's Airtable and Google Drive.

The transfer of personal data in DocPoint, for example in connection with the updating of data, takes place in a password-protected manner.

Only DocPoint employees and limited service providers have access to the DocPoint volunteer registry. These service providers are the supplier of the customer systems or website platform. Employees are trained to use the information properly and the processing of customer information requires password authentication.

We will keep records of volunteers for three years from the last time a volunteer has participated, unless the volunteer indicates that they no longer wish to be contacted about volunteering. Personal data related to training days will be kept for a maximum of one year. Event-specific lists will only be kept for as long as necessary, after which they will be destroyed immediately.

7. Your rights as a registered individual

The Privacy Regulation strengthens your rights to influence the processing of your personal information. As a general rule, your request will be processed within 30 days.

For requests regarding the DocPoint's volunteer registry, please contact: info@docpoint.fi

Your rights include:

The right to know what personal information has been collected about you. You can contact DocPoint-elokuvatapahtumat association's customer service and based on the identification, you will be provided with a report of the personal information that has been stored about you.

The right to request a correction of personal information collected about you. If you notice any gaps or errors in your information, you can contact customer service and request corrections.

The right to request deletion or restriction of the use of personal data we store. The processing of personal data may be based on an agreement, a legitimate interest of the controller or your consent. At your request, your personal information will be deleted. This means that personal information will be deleted from the systems and you will no longer be able to be identified. This also means that data stored for statistical and operational development purposes can no longer be reconnected to you.

You can find information about your other rights on the Data Protection Commission's website: <https://tietosuoja.fi/en/know-your-rights>

If you want to know the information stored about you, or want your information deleted, please contact DocPoint directly: info@docpoint.fi

8. Changes to the privacy policy

The DocPoint-elokuvatapahtumat association strives to develop its services and offer new ways to be present. As a result, changes may also occur to the storage and use of personal information. The privacy policy will then be updated. Changes in legislation may also impose needs to change this policy or parts of it. Significant changes will be notified to volunteers separately by email, letter, publications, or other appropriate means. Minor changes and revisions will be announced in this report.

This privacy policy was last updated on 12/11/2021

9. Whom you can contact

If you have any questions about the use or storage of your personal information, you can always contact us by calling tel. +358 50 455 8446 or by e-mail info@docpoint.fi