

SUOMEN LATU KIILOPÄÄN MATKUSTAJAREKISTERI	
An information document in accordance with the General Data Protection Regulation of the EU regarding the processing of traveler information in the traveler register of Suomen Latu Kiilopää	
1. Controller of the traveler register	Suomen Latu Kiilopää Business ID: 0202192-1 Email: kiilopää@suomenlatu.fi Postal address: Kiilopääntie 620, FI-99830 Saariselkä, Finland Telephone: (016) 670 0700
2. Contact person in matters related to the processing of traveler information	In matters related to the register and exercise of rights by the data subject, please email: tietosuoja@suomenlatu.fi
3. Name of the register	Traveler register of Suomen Latu Kiilopää
4. Grounds for processing traveler information	The processing of traveler information and maintenance of the traveler register are based on the Finnish Act on Accommodation and Food Service Operations 308/2006.
5. Purpose of processing traveler information	<p>The traveler information and traveler register are used for the following purposes:</p> <ul style="list-style-type: none"> • Establishment, implementation and maintenance of a customer relationship • Maintenance of public order and safety and prevention and detection of crime • Management of reservations for accommodation, food, and leisure activities • Communication related to customership and marketing of services • Payments and, where applicable, collections • Development of services • Monitoring customer satisfaction and behavior for the development of services • Analyses, statistics, and reporting related to customer relationships • Registration of benefits for Suomen Latu members and associations as well as other discount groups <p>In addition, information may be used to market Kiilopää services after the customer relationship has ended, for direct marketing, and opinion and market surveys if the data subject has provided their unambiguous consent for such purposes.</p>
6. Processed traveler information	<p>The following traveler information specified in the law are processed in the traveler register:</p> <ul style="list-style-type: none"> • The name of the traveler and their Finnish personal identity code or, failing that, date of birth, passport number, and nationality • The names of accompanying spouse and underage children as well as personal identity codes or, failing those, dates of birth • The address of the traveler

	<ul style="list-style-type: none"> • The date of arrival to the accommodation establishment and date of departure (if known) • The country from which the traveler is arriving to Finland (if the country of residence of the traveler is not Finland) • Number of travel document (not required for citizens of the Nordic countries or Finnish residents) • Voluntary information: is the accommodation related to leisure, business, conference or some other reason. • A shared traveler notification may be provided for travelers participating in a group trip.
7. Regular sources of traveler information	Traveler information is received through a traveler notification that is filled out by the traveler or in case of a group trip by the tour leader and certified with their signature.
8. Recipients or recipient groups for traveler information	<p>Traveler information is disclosed to the following bodies for implementation of services: HotellLinx, Paytrail, Visma Netvisor, Tilitoimisto Rantanen Oy, Nordea, OP Insurance, and Finnish Competition and Consumer Authority. In addition, information is disclosed for the implementation of services, statistics, and reporting to Suomen Latu, restaurants at Kiilopää, event and course organizers and instructors.</p> <p>Traveler information may be disclosed to authorities as permitted by legislation. According to the Finnish Act on Accommodation and Food Service Operations, accommodation providers must, notwithstanding confidentiality provisions, submit traveler information regarding foreign individuals without delay to the police department of the jurisdictional district in which the accommodation establishment of the accommodation provider is located. Police is also entitled to obtain traveler information of other than foreign travelers if it is necessary for the fulfillment of their official functions.</p> <p>Under the Finnish Act on Accommodation and Food Service Operations, the following authorities must be provided traveler information as per their request when the authority requires the information for the fulfillment of their official duties specified further in the law: The Finnish Border Guard, Customs, emergency services, health authority, and the Finnish Defence Forces.</p> <p>Based on the client's consent, the information may also be used for Kiilopää marketing after the customer relationship has ended.</p>
9. Transfer of traveler information outside EU	Information is not transferred outside the EU or EEA.
10. Storage period for traveler information	The currently effective legislation is complied with regarding the storage of traveler information. Traveler notifications and information are stored for one year from the date of signing of the traveler notification. After that period the information is deleted.
11. Regarding the rights of the data subject related to the processing of personal data	The data subjects have the right to verify the information concerning them stored in the register, to request rectification of incorrect information, and to remove or anonymize information concerning them stored in the register if storage of said information is not required by law.

12. Right complain to a regulatory authority.	The data subject has the right to lodge a complaint to a competent regulatory authority if the data subject considers that the controller of the register has not complied with the applicable data protection regulations during their operation.
13. Requests related to exercise of rights by the data subject	<p>The data subjects may make requests related to monitoring, rectification, and dismissal of their information directly to: tietosuoja@suomenlatu.fi. information will be disclosed if the data subject's identity can be verified.</p> <p>The controller may request the data subject to sufficiently clarify which information or processing operation the request is related to.</p> <p>Regarding the exercise of rights by data subjects, the controller may request the data subject to issue a signed verification request to ensure that traveler information is not disclosed to persons other than the data subject. The controller may also request the issuer of a request to verify their identity with an official identity card or some other reliable method.</p>

Privacy statement updated May 23, 2018. The privacy statement is updated as necessary and the most recent updated version is always available on the Kiilopää website.