

**1. Registrar**

Kiasma Friends Association  
Business ID 1099395-8  
Mannerheiminaukio 2, 00100 Helsinki  
Tel. +358 50 3603686  
Ystavat@kiasma.fi

**2. The Registry Officer**

Kati Ruohomäki  
Mannerheiminaukio 2, 00100 Helsinki  
Tel. +358 50 3603686  
Kati.ruohomaki@kiasma.fi

**3. The name of the registry**

Kiasma's Friends Association Membership Register

**4. Purpose of processing personal data / use of the register**

The information to be collected is used to allow members to be contacted and to maintain and manage their relationships.

**5. Registry's information content**

First name  
Last name  
Postal address  
Email address  
Telephone number  
Membership fees

**6. Regular sources of information**

The information is collected from the members themselves.

**7. Regular disclosure of information and transfer of data outside the EU or the European Economic Area**

Information will not be transferred outside the association.

Personal data may be disclosed to other companies in matters relating to a member program, such as tour operators, but will be individually informed and the data will be collected only from participants in the program.

**8. Principles of registry protection**

A. Manual material

Museum of Contemporary Art Kiasma, Mannerheiminaukio 2, 00100 Helsinki. The rooms are protected by surveillance and alarm system.

B. Electronic data is protected by usernames and passwords.

**9. Right of inspection**

Members have the right to inspect information about themselves in the membership register. The inspection is free of charge and is done at most once a year. The request for verification must be made in writing and sent to the person responsible for the Registered Signature.

**10. Correcting Information**

Members have the right to request that a member's registry be corrected for incorrect information. The request for information is to be made electronically or in writing to the person responsible for the registry.

**11. Other possible rights**

The register is not used for anything other than the above purpose.