

PRIVACY STATEMENT ^{3/2023}

combined privacy statement and information document

General data protection regulation of the EU 2016/679

1. Name of register	Loviisa Camping, centre of business and infrastructure
2. Registrar	City of Loviisa PO box 77, 07901 Loviisa Street address: Mannerheiminkatu 4 tel. (019) 555 1
3. Person in charge of matters pertaining to register	Person in charge: Director of the centre of business and infrastructure
4. Contact person in matters pertaining to register	Contact person: Person responsible for the camping PO box 77, 07901 Loviisa Street address: Kapteenintie 1 tel. (019) 555 1 (switchboard) email: camping@loviisa.fi
5. Purpose of handling of personal data	Personal data is mainly used in booking processing and supplying the customer the service whole in such a way as law and regulations require.
6. Data content of register	Full name, address, telephone number, email address and home country of the booker and lodger. Business ID if the booker is a company or registered association. Data and price pertaining to the booking. The invoice material pertaining to the matter is saved for 6 years for accounting reasons.
7. Regular data sources	Private persons (lodgers), contact persons for companies or associations.
8. Regular data transfers	Data is not transferred regularly.
9. Data transfer outside the European Union or the European economic area	Data is not transferred outside the EU or the European economic area.
10. Principles of protection of the register	Information technological apparatuses and data on paper are kept in locked and supervised spaces. Data in electronic form are protected by username and password. Only specific persons at the Loviisa Camping reception have access to the data.
11. Right to review data	Based on article 15 in the Data protection regulation, everyone has the right to know which data concerning the person has been stored in the personal data register or that there is no data concerning the person in the register.

	<p>The time limit for supplying data or additional information connected to information requests is one month from receiving the request. If the request for information is exceptionally complex and extensive, the time limit can be extended by two months.</p> <p>The review request is made using an electronic form found at the website of the city of Loviisa or using a personally signed written request to the registrar. In the request the information which one desires to review has to be specified.</p> <p>The registered person can review his/her information once per year free of charge.</p> <p>The city of Loviisa can charge for the administrative costs caused by repeated and evidently unfounded information requests or entirely abstain from supplying the information.</p> <p>The person in charge of the register gives a written certificate of refusal in accordance with article 12 in the Data protection regulation. The reasons for why the right to review has been refused are mentioned in the certificate. The concerned party can take the refusal to the data protection ombudsman for ruling.</p>
12. Correction of information	<p>According to article 16 in the Data protection regulation the registrar shall without unfounded delay spontaneously or on request by the registered person correct, delete or complement information in the register that is as far as the purpose of the handling is concerned erroneous, useless, insufficient or outdated.</p> <p>The request for correction is made using an electronic form found at the website of the city of Loviisa or using a personally signed written request to the registrar. In the request the information which one desires to be corrected has to be specified. The correction is carried out without delay.</p> <p>The person in charge of the register gives a written certificate of refusal of correction. The reasons for why the request for correction has been refused are mentioned in the certificate. The concerned party can take the refusal to the data protection ombudsman for ruling.</p>