

Privacy statement for volunteer activities

1. Name of the privacy statement

Privacy statement for volunteer activities

2. Controller's information

SOS Children's Village Association Finland

Kumpulantie 3, 00520 Helsinki

info@sos-lapsikyla.fi

+358 (0)9 540 4880

3. Data protection officer's contact information

tietosuojavastaava@sos-lapsikyla.fi

4. Purpose of processing personal data

We collect personal data for the following purposes:

- supporting volunteers and keeping in regular contact
- implementing volunteer activities
- communicating about the operations and campaigns of SOS Children's Village
- sending letters and gifts to volunteers by mail and email
- quality assurance and development of volunteer activities
- ensuring the interests and rights of the customer of volunteer activities
- monitoring, analysing and compiling statistics (e.g. feedback and opinion surveys) on the effectiveness of volunteer activities
- the payment of expense allowances
- in addition, the data may also be used in anonymised form for research purposes

5. Legal basis for processing personal data

The legal basis for processing personal data is the volunteer's consent.

6. Processed categories of personal data

When applying for volunteer activities, the following information is required:

- volunteer's first and last name
- email address
- telephone number
- a special area of interest (the form of volunteer activities and any additional information about the interest and personal background)
- volunteer's year of birth (age is a determining factor for suitability in some of our volunteer activities)

Those interested in the volunteer activities can also use the form to answer these questions:

- volunteer's gender
- information about where the interested party has heard about the volunteer activities

Volunteers' extracts from the criminal records

- SOS Children's Village Finland requests an extract from the criminal records referred to in [section 6, subsection 2 of the Criminal Records Act \(770/1993\)](#) from the Legal Register Centre for volunteers who will personally interact with children during their future volunteer duties (section 5, subsection 2). Ordering an extract from the criminal records requires the volunteer's consent, which is sent to the volunteer to be signed electronically at the stage when the volunteer's suitability for the duties has been assessed and the volunteer has decided to join the activities. Ordering an extract from the criminal records requires processing the following personal data (section 7) and submitting it to the Legal Register Centre:
- the volunteer's name and social security number, or, if it does not exist, their date and place of birth, municipality of residence, contact information, citizenship and profession

For volunteers who are starting in their duties, the employee completes the missing information in the register during the interview and informs the volunteer of this. The following information is voluntarily required to start as a volunteer:

- address information
- the dates of the volunteer's interview, training and checking the extract from the criminal records are recorded

During volunteer activities, information will be supplemented:

- communications during the activities and matters agreed with the volunteer
- participation in supervision during the activities
- letters and gifts to volunteers

In addition to the aforementioned data, the following data may be stored in the register for students and volunteers who have joined through cooperation with corporations:

- company's name
- educational institution's name
- duration of training
- information on the progress of training
- training agreement

7. Source of personal data / from where personal data was received

Volunteers provide their contact information and other aforementioned information themselves. The data subject's preliminary information is saved in the electronic customer information system from the online form or an employee enters it manually after contacting the volunteer by telephone, for example. The data subject's information is supplemented during the activities on the basis of information received from the volunteer and as mutually agreed. A digital learning environment is used in volunteer training. Volunteers are invited to the platform via a link activated by name and email. In some operations, volunteers register for volunteer shifts via the website, using their first name and the initial of their last name.

For volunteer activities, an extract from the criminal records is ordered for the duties in which the volunteer temporarily works with minors without an employee present. The volunteer gives permission to investigate the extract from the criminal records through strong identification. When the extract from the criminal records is received from the Legal Register Centre, the date on which the extract was checked is entered into the volunteer's information. After this, the extract is destroyed if no agreement has been made with the volunteer to deliver the extract to them. Once we have received the extract from the criminal records, we will also delete the consent form we requested for ordering the extract.

8. Recipients and processors of personal data

The volunteer register of SOS Children's Village is a joint register of SOS Children's Village Association Finland and the SOS Children's Villages Foundation. It is maintained and used by the personnel of SOS Children's Village's volunteer activities who are trained for their duties.

In addition, personal data may be processed by companies providing SOS Children's Village IT services in accordance with the made agreements.

9. Disclosure of personal data (this section if necessary)

The data entered into the register are available to the persons responsible for SOS Children's Village's volunteer activities and is only disclosed for activities related to volunteering. In operations where an extract from the criminal records is ordered for a volunteer (see section 6), the consent form signed by the volunteer for ordering the extract from the criminal records is submitted to the Legal Register Centre when ordering the extract from the criminal records.

10. Transfer of personal data to third countries and the safeguards used

If the transfer of personal data outside the EU or EEA is necessary for the use of IT services, the grounds for the transfer of personal data and the safeguards laid down by the EU Commission shall be complied with.

11. Duration of storage of personal data

When a volunteer quits, we change their status in the volunteer register to passive. The volunteer's identifying information is automatically anonymised 12 months after being made passive. The volunteer's data are deleted from the register if the volunteer requests this.

The data of those interested in volunteer activities who do not start as volunteers are automatically anonymised from the register 18 months after the end of the application process.

The consent forms requested for ordering extracts from the criminal records are deleted after the extract has been checked (for more information, see section 7).

The volunteer's account is completely deleted from our digital learning environment two years (104 weeks) after the volunteer's last login. After the account has been passive for one year, the volunteer is informed of the account being disabled. After this, the employee has one more year to reactivate the ID.

12. Rights of the data subject

A volunteer can request to have their data checked or deleted from the register by contacting the volunteer activities team:

vapaaehtoistoiminta@sos-lapsikyla.fi

13. Right to lodge a complaint with the supervisory authority

The data subject has the right to lodge a complaint with the supervisory authority if the data subject considers that their personal data are not processed in accordance with data

protection legislation. You can file a complaint with the Office of the Data Protection Ombudsman at <https://tietosuoja.fi/en>.

14. Automated decision-making and profiling

No profiling is carried out and the data will not be used for automated decision-making.