

The FinRA Board is responsible for the personal data FinRA collects and stores.

FinRA collects the following personal data:

1. The list of members. Contains name, postal address, email address, and phone number from time to time.
2. Publication orders. Name, address and phone number.
3. Incoming e-mails and contact forms submitted via the website.
4. Personal data of an author of an article and a brief description of the person. Refers to membership journal *Kielikukka*.

None of these personal data are given to any other association or commercial company.

5. Contact details for conference participants.

FinRA shares this contact information with other conference organizers in the field of literacy.

These include the Federation of European Literacy Association (FELA) and the member associations of FELA. If a conference participant does not wish to receive information about conferences and seminars, they should notify FinRA. The data are not transferred to third countries (non-EU/EEA countries).

Access to personal data

1. The list of members. The Chairperson, Treasurer and Membership Secretary use the list of members for membership mailings and for purposes which the Association Act and FinRA's statutes state. Other Board members have access to the data if necessary.
2. Publication orders. The data are collected in the e-mail and in the billing program. They are saved for six (6) years, and all Board members have access to the data if necessary.
3. Incoming e-mails and contact forms submitted via the website. Board members can read all e-mails sent to the association's e-mail address.
4. Personal data of authors of *Kielikukka* articles. The members of the Editorial Board handle this information. Members of the Board of Directors have access to the data.

If FinRA has registered someone's personal data, the person may, upon request, find out what is stored, ask for corrections, or restrict use of their personal data.