

# PRIVACY POLICY

Register name: Teatteriyhdistys Metamorfoosi ry Activity and Contact Register

Created: 22 May 2018 Updated: 14/04/2026

## 1. Data Controller

Teatteriyhdistys Metamorfoosi ry

Suvilahdenkatu 10 a 408, 00500 Helsinki, Finland

Contact person: Luc Gerardin

Email: teatteri@metamorfoosi.com

## 2. Purpose of Processing Personal Data

Personal data is processed to organise the activities of Teatteri Metamorfoosi and to communicate with customers and participants. Processing covers the following activities:

- Organising theatre workshops and other training activities
- Selling tickets to theatre performances
- Selling theatre masks and other products
- Renting the rehearsal space
- Mailing list and newsletter

Personal data may also be used to communicate about performances, courses, events and other activities of Teatteri Metamorfoosi, provided that the data subject has given separate consent for this purpose.

## 3. Personal Data Processed

The register may contain the following information:

- Name
- Email address
- Phone number
- Billing and delivery address (for product sales and space rental)
- Payment information (in connection with orders and payment transactions)
- Any additional information related to registration or booking

## 4. Legal Basis for Processing

The processing of personal data is based on the following legal grounds:

- Consent of the data subject (e.g. mailing list, marketing communications)
- Performance of a contract (e.g. ticket purchase, product order, space booking, course registration)

- Legitimate interest of the data controller in organising and communicating about its activities
- Legal obligation (e.g. accounting and bookkeeping requirements)

## **5. Sources of Data**

Personal data is primarily obtained from the data subject themselves, for example via a registration form, ticket purchase, space booking, product order, email correspondence or other contact. Where registration or purchase takes place through an external service, consent to marketing communications is collected separately within that service.

## **6. Disclosure of Data**

Personal data is not disclosed to third parties without the consent of the data subject, unless this is necessary for the provision of the service (e.g. payment service provider, delivery service) or required by law. Data may be processed in services and systems used by the data controller in accordance with applicable data protection legislation.

## **7. Retention Period**

Personal data is retained only for as long as necessary for carrying out the relevant activity, for communication purposes, and to fulfil any statutory obligations. Practical retention periods by activity:

- Mailing list: data is retained until the data subject withdraws their consent
- Ticket sales and product sales: retention period in accordance with the Accounting Act (6 years from the end of the financial year)
- Space rental: retained for the duration of the booking and until any applicable complaint periods have expired
- Training activities: for the duration of the course and, where necessary, for up to two years thereafter

## **8. Security of the Register**

Personal data is stored in secure electronic systems. Access to the data is restricted to those individuals for whom it is necessary for the performance of their duties.

## **9. Transfer of Data Outside the EU or EEA**

Personal data may be processed in cloud services used by the data controller, such as Google Drive and Gmail, provided by Google LLC. Data may therefore be processed outside the European Union or the European Economic Area in accordance with EU data protection legislation.

## **10. Rights of the Data Subject**

The data subject has the following rights:

- Right to access personal data concerning themselves

- Right to request rectification of inaccurate data
- Right to request erasure of data
- Right to restrict the processing of personal data
- Right to object to the processing of personal data
- Right to data portability in accordance with applicable legislation
- Right to withdraw consent at any time, without affecting the lawfulness of processing carried out on the basis of consent prior to its withdrawal

Requests relating to the exercise of these rights should be sent to the data controller's contact person.

## **11. Right to Lodge a Complaint**

The data subject has the right to lodge a complaint with the supervisory authority if they consider that the processing of personal data infringes data protection legislation. In Finland, the supervisory authority is the Office of the Data Protection Ombudsman ([tietosuoja.fi](https://tietosuoja.fi)).

## **12. Cookies**

The website may use cookies to ensure the functioning of the site, to improve the user experience, and to analyse site usage. Cookies are small text files stored on the user's device. Users may disable cookies in their browser settings if they wish. Further information about the use of cookies is provided in our cookie policy.