

**DESCRIPTION OF THE FILE**  
**Personal Data Act (523/1999) section**

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**Date of drafting:** 02.11.2006

1. Controller	Name Finnish Institute of Occupational Health
	Contact information (address, tel. etc...) Topeliuksenkatu 41 a A FI-00250 Helsinki, Finland
2. The person in charge and/or contact person	Name Taina Pääkkönen
	Contact information (address, tel. etc...) Topeliuksenkatu 41 a A FI-00250 Helsinki, Finland tel, +358-30-4742910, e-mail: taina.paakkonen (at) ttl.fi
3. Name of the register  (should describe the content)	EuroNanOSH participant list, version 5 December 2007.
4. The purpose for processing the personal data / the purpose for the use of a register  (If the processing of personal data is outsourced [external service providers are used for the processing], a mention about it can be included to this point)	Evaluation of the EuroNanOSH Conference, Helsinki's and Finland's suitability as a conference place by the conference participants.  The email addresses of the participants were collected by TAVI Ltd at registration to the Conference.

<p>5. Content of the register</p> <p>(For instance: name, address and telephone number of the data subject)</p>	<p>Name, company, address, phone number, fax number, e-mail address.</p> <p>Data collected on a voluntary basis by an electronic registration form.</p>
<p>6. Regular sources of information *</p> <p>(Which data is received, by whom and on what ground. For instance: consent or provision of a law)</p>	<p>Contact data collected for EuroNanOSH Conference and published on printed form and distributed to the participants at the Conference.</p>
<p>7. Regular destinations of disclosed data and whether the data is transferred to countries outside the the European Union or the European Economic Area</p>	<p>No data will be transferred elsewhere</p>
<p>8. The principles how the data file/register is secured.</p>	<p>The data are protected by user name and password. The premises are provided with access control system. Only authorized personnel have access to the database.</p>

\* Section 10 of the Personal Data Act does not require to make a note of this information, but it's recommendable to do so, regarding the right of access of the data subjects. Furthermore, it also describes the content of the register.