Privacy Statement

Suomen Leirikouluyhdistys ry and Hostel Suomenlinna · Effective from 9 November 2026

This statement explains how Suomen Leirikouluyhdistys ry (the Finnish Camp School Association) and Hostel Suomenlinna, which it runs, process the personal data of customers, groups, event participants and members. It replaces the version dated 22 May 2018.

1. Controller and contact person

Controller: Suomen Leirikouluyhdistys – Lägerskolföreningen i Finland ry (Business ID 1008791-2)
Suomenlinna C9, 00190 Helsinki, Finland
Tel. +358 9 684 7471 (Hostel Suomenlinna reception)
hostel@suokki.fi, sly@suokki.fi

Contact person for data protection: Petra Miessmer, Executive Director
Suomenlinna C9, 00190 Helsinki, Finland
Tel. +358 45 117 9899
petra@leirikouluyhdistys.fi

The association is not legally required to appoint a data protection officer.

2. What data we process and why

We only process the data we need to provide our services, invoice them and meet our legal obligations. The data is not used for automated decision-making or profiling.

Whose data	What data	What we use it for
Accommodation guests	name, contact details, booking details, payment details; for non-Finnish citizens also nationality, date of birth, passport number and country of arrival	handling bookings and payments, customer service, statutory guest registration
Groups, camp schools and business customers	contact person's name, title and contact details, organisation, business ID, services ordered, invoicing details, special diets as anonymous numbers	quotes, bookings, arranging programmes and meals, invoicing
Participants in events, retreats and camps we organise ourselves	name, phone number, email, accommodation and room preferences, dietary requirements and allergies, any other details the participant provides	organising the event, accommodation and meals, invoicing, communication
Members and partners	name, organisation, contact details, membership details	membership matters, communication, cooperation
Feedback and survey respondents	answers and any contact details given	improving our services, statistics, running prize draws

We send newsletters and marketing messages to our customers. You can opt out of marketing at any time free of charge.

3. Legal basis

- **Contract:** bookings, orders, event registrations and their invoicing (GDPR Art. 6(1)(b)).
- **Legal obligation:** guest registration under the Finnish Accommodation and Food Service Act (308/2006) and accounting records under the Finnish Accounting Act.
- **Legitimate interest:** managing customer relationships, collecting feedback, developing our services and marketing to existing customers (Art. 6(1)(f)).
- **Consent:** electronic direct marketing to private individuals who are not customers, and dietary and allergy information (Art. 6(1)(a) and 9(2)(a)).

Dietary and allergy information is health data and is given special protection. From groups and other customers we only ask for special diets anonymously, as numbers (e.g. "3 gluten-free"). We only process this information with names at events we organise ourselves, such as retreats, and giving it is voluntary. Only the event organisers and the staff preparing the meals can see it. You can withdraw your consent at any time by letting us know.

4. Sources and recipients

We mainly receive data from you: bookings, registration forms, emails, phone calls and guest registration. We also receive data from booking intermediaries (e.g. Booking.com) and from group contact persons who submit their group's details.

We do not sell your data or share it for marketing. Only service providers we have a contract with process data on our behalf:

- online booking system (Cloudbeds, soon to be replaced by Mews)
- electronic guest registration system (DigitalGuest)
- Microsoft 365 (email, file storage and Forms)
- invoicing and accounting (Netvisor and our accounting firm Rantalainen)
- partners, where necessary to deliver the service (e.g. Taidekoulu Maa, which runs the retreat art programme, receives participants' names)

Guest registration data is disclosed to authorities on request as required by law.

Transfers outside the EU: Data is primarily stored in the EU. If a service provider (e.g. Microsoft) processes data outside the EU/EEA, the transfer is protected by GDPR safeguards such as the European Commission's standard contractual clauses.

5. How long we keep data

We keep data only as long as it is needed. Our retention periods are:

Data	Retention period
Dietary and allergy information	deleted no later than 1 month after the event or stay
Event registrations	6 months after the event; invoicing data as required by the Accounting Act
Guest registration	1 year; electronic registrations are then deleted from the DigitalGuest system and paper forms destroyed
Customer and contact details	3 years from the end of the customer relationship

Email correspondence	6 years from the date of the message (business correspondence under the Accounting Act), deleted automatically
Accounting records (invoices, receipts)	6 years from the end of the financial year
Marketing consent and opt-outs	as long as the consent is valid or the opt-out is needed

6. How we protect data

- Electronic data is stored in systems protected by user IDs and passwords (the booking system and the association's Microsoft 365 environment).
- Only employees who need the data for their work can access it.
- Guest registration is mainly done electronically in the DigitalGuest system, which only reception staff can access. Paper registration forms are kept at the locked reception.
- We are not responsible for data collected by third-party booking sites or travel agencies in their own systems.

7. Your rights

You have the right to:

- access the data we hold about you
- have inaccurate data corrected
- have your data erased when there is no legal or contractual reason to keep it
- restrict processing and object to processing based on legitimate interest
- opt out of direct marketing
- withdraw your consent
- receive the data you have provided in a machine-readable format

Send your request by email to the contact person in section 1. We may ask you to verify your identity. We will reply within one month.

If you believe your data is processed unlawfully, you can lodge a complaint with the Office of the Data Protection Ombudsman: tietosuoja.fi/en.

8. Changes to this statement

We update this statement when our activities or the law change. The current version is always available on our website. Last updated 9 November 2026.