

Date created: 31.1.2006

<p>1. Controller</p>	<p>Name Finnish Communications Regulatory Authority (FICORA)</p>	
	<p>Address Itämerenkatu 3 A 00180</p>	<p>Telephone (09) 69661</p>
<p>2. Person in charge of registers and/or contact person</p>	<p>Name Tuula Vainionkulma-Paananen</p>	<p>Telephone (09) 6966 491</p>
<p>3. Register name</p>	<p>Customer database for the domain name service</p>	
<p>4. The purpose of processing personal data (purpose of register)</p>	<p>- FICORA's customer management, renewal method for domain names, situations where domain names will be revoked and cancelled and domain name troubleshooting for technical problems.</p> <p>- Section 15a of the Domain Name Act</p>	
<p>5. Contents of the register (a description of the data groups)</p>	<p>Domain name information</p> <ul style="list-style-type: none"> - domain name, domain name status, date of application, date of issue, date of expiry, information on when domain name information is updated and who updates it, authorisation key, does the domain name have any usernames attached to it and any other additional information related to administering the domain name information. - Information on whether the domain name consists of an individual's first and last name. If the domain name consists of a person's first and last name, information on which register the name is entered in and the register number. - Information on whether the decisions related to the domain name can be sent by e-mail and whether the private individual who is the domain name holder forbids his or her mailing address, postal code, post office branch and telephone number from being entered in the domain name register. - Information on any possible consents to transfer, the name of the individual receiving the transfer, the security code and information on whether information on the transfer will be sent to the original holder by e-mail, what date the transfer can be applied for and when the transfer was consented to. - Information on payment transactions, method of payment, the sum, reference number, reason for the payment, realisation of the payment, any bank identifiers, term of payment and payer 	

	<p>related to the domain name.</p> <p>Domain name holder information</p> <ul style="list-style-type: none"> - For companies/organisation: the form of the company/organisation, business ID/register number and the name of the enterprise/department. - For private individuals: a personal identity number, first name, middle name(s) and last name. - For all domain name holders: mailing address, postal code, post office branch, telephone number, a working e-mail address, the language they wish to do business in, a username, the status of the username, the status of the domain name holder, information on when the domain name holder was founded and who founded it, information on when the domain name holder information is updated and who updates it and any additional information pertaining to the domain name holder's data management. <p>Information on any trustees</p> <ul style="list-style-type: none"> - Personal identity number, first name, middle names, last name, mailing address, postal code, post office branch, country, telephone number, a working e-mail address, the language they wish to do business in, a username, the status of the username, information on when the trustee was founded and who founded it, information on when the trustee information is updated and who updates it and any additional information pertaining to the trustee's data management. <p>Information on any representatives</p> <ul style="list-style-type: none"> - When the representative is a company/organisation: the name of the company/organisation and the enterprise/department. - When the representative is a private individual: first name, middle name(s) and last name. - For all representatives: postal address, postal code, post office, country, telephone number valid e-mail address and language used. <p>Data on renewers/payers where necessary</p> <ul style="list-style-type: none"> - When the payer is a company/organisation: the name of the company/organisation and the enterprise/department. - When the payer is a private individual: first name, middle name(s) and last name. - For all renewers/payers: postal address, postal code, post office, country, telephone number, valid e-mail address and language used. <p>Domain name server information</p> <ul style="list-style-type: none"> - The names, IP addresses and status of the name servers as well as information on when the name server information is updated and who updates it. <p>Contact information for the technical administrator of the domain name</p>
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	<ul style="list-style-type: none"> - When the technical administrator is a company/organisation: the name of the company/organisation and the enterprise/department. - When the technical administrator is a private individual: first name, middle name(s) and last name. - For all technical administrators: postal address, postal code, post office, country, telephone number, valid e-mail address and language used.
<p>6. Regular sources of data</p>	<p>The domain name holder, his or her trustee, representative, the provider of domain name services and FICORA.</p>
<p>7. Regular disclosures of data and the transfer of data outside of the EU or the EEA</p>	<p>No regular deliveries or transfer of data.</p> <p>No information pertaining to the individual's personal identity number, username or authorisation key will be disclosed from the domain name service's customer register. Other information entered in the register can be disclosed if it is necessary in order to ensure the purpose of the register.</p> <p>Otherwise, personal data is disclosed if the data subject so consents to it, in accordance with the provisions of the Act on the Openness of Government Activities or separate provisions on the right to access data.</p>
<p>8. The principles of register protection</p>	<p>A. Manual material</p> <p>The register is maintained by means of automatic data processing.</p> <p>Manual material can be created in conjunction with cancelling the domain name and with payment reports as well as occasionally when applying for and transferring a domain name, when identifying the domain name holder or when finding out the holder's contact information.</p> <p>All manual material is kept in locked archives.</p>

	<p>B. Processed data</p> <p>The rights to access and change the processed data in the register is entrusted to those employees of FICORA that need the data in order to be able to do their jobs. These rights are protected with usernames, passwords and permission for certain groups and operations.</p> <p>The holder of the domain name or his/her representative has, through the Internet, access to the holder's processed data files, which can be changed by the holder/representative. The holder, or his or her representative, is identified by a user name, a password and an authorisation key. The trustee of the domain name holder can use the Internet to access trustee register information that has been saved using ADP that he or she can change, where necessary. The trustee of the domain name holder is recognised by his or her username and password. The connection formed by a domain name holder, his or her trustee or his or her representative is encrypted with SSL.</p>
<p>9. Right of access (sections 26–28 of the Personal Data Act)</p>	<p>Domain name holders, their trustees or their representatives may check their data in the register via Internet at any time, free of charge.</p> <p>The right of access in accordance with the Personal Data Act:</p> <ul style="list-style-type: none"> - Everyone has the right to verify his or her personal data in the register as stipulated in sections 26–28 of the Personal Data Act. - The request for access shall be made personally or by a personally signed letter addressed to FICORA. - The identity of the person using the right of access is certified when accessing confidential data. - If so requested, the data to be accessed can be provided as a hard copy. - In case access is refused, a written certificate to this effect will be provided. - The right of access may be used free of charge once (1) a year.
<p>10. Rectification (section 29 of the Personal Data Act)</p>	<p>Domain name holders, their trustees or their representatives may check their data in the register via Internet at any time, free of charge and change them, where necessary.</p> <p>Rectification according to the Personal Data Act:</p> <ul style="list-style-type: none"> - Erroneous register data is rectified at the request of the data subject as stipulated in section 29 of the Personal Data Act. - The identity of the person requested rectification is verified when necessary. - The request to rectify erroneous data must be unambiguous. - The request to rectify erroneous data shall be addressed to FICORA. - If erroneous data will not be rectified, a written certificate to this effect will be provided.

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The description also includes the necessary information for the data subject in accordance with section 24 of the Personal Data Act.