

Register and Confidentiality Description

Cottage Rental Services - Lillan Housing

According to The EU General Data Protection Regulation (GDPR) (EU) 2016/679.

The basis for Lillan Cottage Rental Services is to provide unique and charming leisure time in an old, atmospheric house near the sea shore. The time spent in Lillan itself and some of the services provided for vacation are chargeable. The informative emails sent about Lillan are free.

The information collected and stored are based to provide and refine the service given.

Register and Confidentiality Description

The description is adherent to the EU General Data Protection Regulation (GDPR) (EU 2016/679).

When contacting to Lillan Housing, email address is registered by Sari Hyvärinen, owner and Lessor of Lillan, service provided by Lillan Housing, part of the owner's company Orava Consulting (further to be addressed as Lillan).

The email addresses and names provided are being used only to contact Lillaneers (guests stayed at Lillan further to be addressed as customers) and those want-to-be-ones (further to be addressed as prospects). The emails sent are only about Lillan news, providing discounts and reminders and informing email recipients.

Privacy and confidentiality

Lillan customer and prospect information are confidential and never given for third parties in any occasion.

Lillan does not register customer or prospect bank or credit card information.

Register keeper, contact person and contact information

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The Name of the Register

There are three different registers in use.

1. Lillan Newsletter

Purpose of the Lillan Newsletter Register:

To provide information, discounts and reminders about Lillan to a person who has shown interest to Lillan (prospects)

- by direct contact or
- by registering to Lillan Newsletter,

and has thus agreed to use of limited personal data according to Data Protection regulation 6 article 1. moment a-part.

Register content:

- email address
- First name (and last name, if given)

Anyone in the register can

- change their own information by the link in the email
- unsubscribe from the register by the link in the email
- see and remove their own information by contacting Register Keeper (contact information above).

2. Lillaneers

Purpose of the Lillaneers register:

To provide information, discounts and reminders for previous guests of Lillan, "Lillaneers" (customers). Information is being collected only of those who have contacted by their email address.

Register content:

- email address
- name
- period of stay
- wishes about the stay
- feedback (if given)
- VIP Lillaneer or no

Anyone in the register can

- change own information by the link in the email
- unsubscribe from the register by the link in the email
- see and remove own information by contacting Register Keeper.

3. Passenger Card Archive

Purpose of the Passenger Card Archive register:

To provide passenger information demanded by Finnish legislation.

<https://www.finlex.fi/fi/laki/ajantasa/2006/20060308>

Register content:

- all the passenger card information

Register removal:

Passenger cards are being safely deleted after one year's safekeeping.

The information collection and handling processes follow EU and Finnish legislation.

All the information in any of the registers is confidential and protected.

The Information Sources and the Purpose of the Registers

When contacting Lillan, email address, name and other collected data are being registered by Register Keeper. All the information is provided by prospect or customer.

The email addresses are used only to contact Lillaneers (guests stayed at Lillan, customers) and those want-to-be-ones (customers and prospects). The emails sent are only about Lillan news, providing discounts and reminders and informing email recipients.

No information is given or provided outside these registers or used into any other usage except the ones mentioned here unless demanded by the law. No information is transformed outside EU or ETA.

The Information Storage and Safe-Keeping

The data collected is kept stored only the time needed and no information is kept longer than necessary or until the registrant (customer or prospect) unsubscribes. Registrant can also request for information removal by contacting Register Keeper (information above).

Safe-Keeping, Digital:

- MailChimp protection activities
- only Register Keeper can access information
- strong passwords in use
- all possible data violations will be recorded and reported.

Safe-Keeping, Manual (only passenger card register):

- locked storage
- safe deletion after one year's storage.

Lillan has information protection principles it follows to respect and protect the data and information stored and used.

Inspection Right

The registrant (customer and prospect) has right to inspect the data collected about himself or herself. The inspection requests are to be indicated for the Register Keeper (contact information above).

Correction and Complain Right

Register Keeper corrects, updates or removes information if it is out-dated, unnecessary or asked by registrant.

The registrant (Customer or Prospect) has a right to ask for correction and removal of his or her own information by written rectification request by mail or by email to Register Keeper (contact information above).

The registrant has also right to make a complaint to supervising authorities, in Finland Data Protection Ombudsman, contact information [here](#). It is strongly recommended, though, first to contact the Register Keeper (contact information above).

