DESCRIPTION OF THE FILE
Personal Data Act (523/1999) section 10

Date of drafting: 13.1.2017

Use an enclosure if necessary.

1. Controller	Name Sibelius Academy, University of the Arts
	Contact information (address, tel. etc…) P.O.Box 38, FI-00097 Uniarts, Finland
2. The person in charge and/or contact person	Name Terhi Luukkonen, Secretary general
	Contact information (address, tel. etc…) terhi.luukkonen@uniarts.fi Tel. +358 40 710 4368 www.majlindcompetition.fi
3. Name of the register	Competition applicant register of the Fourth International Maj Lind Piano Competition.
4. The purpose for processing the personal data / the purpose for the use of a register	To collect the relevant information from the applicants to the competition participation. The data will be collected through applicant management tool "DecisionDesk". The data is stored and administed electronically by DecisionDesk. The register is used only by the competition organizer for the competition's purposes.
5. Content of the register	Applicant's personal information: name, date of birth, nationality, country of birth, languages spoken, address, e-mail address, telephone number Applicant's competition participation information: competition repertoire, videomaterial for pre-screening, accommodation information
6. Regular sources of information *	All data is received directly from the applicants through the competition application form.
7. Regular destinations of disclosed data and,	Competition organizer will not release any data for other parties.

8. whether the data is transferred to countries outside the the European Union or	The collected information is transferred to, and maintained on, computers located in The United States and Finland.

the European Economic Area	
9. The principles how the data file/register is secured.	A. Manual register (place of storage and the methods of protection) - B. Data register/ADP register A detailed description of the register security can be found on the following link: http://www.decisiondesk.com/privacy-policy/