Administration and Deletion Policy

Storage

WiRED collect, process and store personal data in accordance with our Privacy Policy and applicable data protection legislation.

Personal data is stored in the administrative systems **e-conomic, Eventbrite, WiRED web site**, as well as in designated folders in **Google Drive**.

The association stores personal information required for membership administration, including:

- Name
- E-mail address
- Phone number
- Date of application
- Years of experience
- Job title
- Name of employer
- Link to LinkedIn profile

This information is stored in **e-conomic, WiRED web site** and membership list, stored in the dedicated folder in Google Drive.

Consent forms relating to marketing communications and similar activities are stored in a dedicated folder in Google Drive. Each file is named after the relevant member.

Access to folders containing personal data is restricted to board members and other authorised persons with a legitimate administrative need.

Event registration and administration are managed through **Eventbrite** until 30.11. 2026 and at the **WiRED web site** after this date. This may include the participant's name, e-mail address and workplace. In some cases, event registration may be handled through

Document version: 3
Latest update: November 21, 2026
Updated by: Chrstina Aabo

the administrative system of a host company. In such situations, personal data will be deleted as soon as practicable after the event has taken place.

Information relating to specific events, including participant lists, programmes and related documents, may be stored in a dedicated Google Drive folder for each event and at the WiRED web site.

During membership administration, personal data may temporarily be processed through the association's mailboxes or through the mail systems of board members. Such e-mails are not used for long-term storage and will be reviewed and deleted no later than six months after the relevant administrative process has been completed.

Deletion Policy

Each board member is responsible for deleting e-mails containing personal data related to membership administration from their own mailbox once the relevant process has been completed.

When a membership application process has been concluded and the applicant has received an acceptance or rejection, all application-related records stored in Google Drive shall be deleted, except where retention is required by law or where a valid consent is retained.

When a membership is terminated, any marketing consents and related records will be deleted from Google Drive and e-conomic.

Personal data required for membership administration may be retained for up to **three years following termination of membership**, as described in the Privacy Policy. Twice each year, records relating to memberships terminated more than three years previously will be reviewed and permanently deleted.

Data Subject Rights

If a current, former or prospective member exercises their rights under applicable data protection legislation, including the rights of access, rectification, restriction of processing, erasure or objection, the association will handle the request in accordance with applicable law.

Relevant information may be retrieved from:

- Membership application records
- Marketing consent records
- Data stored in e-conomic
- Event-related records where applicable

Withdrawal of Marketing Consent

A member may withdraw consent to marketing communications at any time.

Withdrawal of marketing consent will only affect future marketing communications and will not in itself terminate the membership.

The association may continue to process personal data necessary for membership administration, event participation and fulfilment of the association's legitimate activities in accordance with the Privacy Policy and applicable legislation.

Data Breaches

In the event of a personal data breach, the association will investigate and handle the incident in accordance with applicable data protection legislation and, where required, notify the relevant supervisory authority and affected individuals.

Mailbox Management

The association's mailboxes are not intended to serve as a permanent storage location for personal data.

Necessary documents shall be stored in the designated administrative systems as Google Drive or WiRED web site and removed from the mailbox when no longer required.

As a minimum, the association's mailboxes will be reviewed annually to ensure that unnecessary personal data is deleted.