



Ministry of Education and Culture Privacy Notice to Data Subjects

Personal data processed in travel safety services

1 General information

This Privacy Notice contains the information to be provided for the data subject required under Articles 13 and 14 of the EU General Data Protection Regulation (EU) 2016/679.

2 Identity and contact details of the controller

Ministry of Education and Culture

Postal address: PO Box 29, 00023 GOVERNMENT

Email address: registry.okm(at)gov.fi

Tel. +358 295 16001 (Government switchboard)

Government distribution centre: Ritarikatu 2 B, Helsinki

3 Contact details of the data protection officer

Data protection officer of the Ministry of Education and Culture

Email address: okmtietosuojaavastaava(at)gov.fi

Postal address: Ministry of Education and Culture, PO Box 29, FI-00023 GOVERNMENT

4 Purposes for processing personal data

Provision of travel safety services to public officials of the Ministry of Education and Culture travelling and staying abroad and to persons called or invited to travel on assignment of the Ministry.

5 Basis for processing personal data

Processing of personal data is based on the following:

- Act on Public Officials in Central Government (750/1994)
- Occupational Safety and Health Act (738/2002)

The legal basis for personal data processing is provided in accordance with Article 6(1)(c) and (d) of the General Data Protection Regulation (compliance with statutory obligations, protection of the vital interests of data subjects).

6 Categories of data subjects and categories of personal data to be processed

Categories of data subjects:

- Ministry staff who travel on work-related trips
- Persons called or invited to travel on assignment of the Ministry

Categories of personal data (personal data to be processed):

- Full name of the traveller
- KIEKU personal identity number (or other personal identity code, if specified in the travel profile)
- mobile phone number or temporary mobile phone number reserved for travel
- flight, train or other ticket number
- start of journey: date and time
- city of departure/airport/station
- destination city/airport/station
- hotel/accommodation, if any
- organisation-specific identifiers, if any

7 Sources of personal data

As a rule, personal data is transferred automatically from the information system of the contracted travel agency used by the Ministry of Education and Culture to the provider of the travel security services, i.e. the processor of personal data. Personal data may also be entered manually into the processor's system. In such cases the personal data has been obtained from the data subject.

8 Processors and recipients of personal data

The personal data is processed by:

- Falck Global Assistance Oy (service provider)

9 Transferring personal data outside the EU or the EEA or to international organisations

As a rule, no personal data is transferred outside the European Union or the European Economic Area or to any international organisations.

In individual cases, personal data may be transferred outside the EEA on the following grounds for such transfers (e.g. evacuation situations of travellers):

- Decision of the European Commission on the adequacy of the level of protection for personal data transferred to the United States 10 July 2023
- Article 49 of the General Data Protection Regulation (1): data subject consent
- Article 49 of the General Data Protection Regulation (1)(f): protection of the vital interests of the data subject

10 Personal data retention periods

Personal data is stored for the duration of the service agreement.

11 Data subject rights

Data subjects have the right to be informed by the controller of whether their personal data is processed. Data subjects also have the right to request from the controller:

- access to the personal data on themselves
- correction or erasure of personal data which are inaccurate or out of date
- restriction of the processing of personal data

Data subjects who believe that their data is not being processed on a lawful basis have the right to lodge a complaint with the Data Protection Ombudsman.

12 Automatic decision-making and profiling

Personal data is not used for automated decision making or profiling.

13 Protection of personal data

In its capacity as the controller, the Ministry of Education and Culture has taken the necessary technical and organisational measures to ensure that the data is secure and also requires this of the processors of personal data.