



# Ministry of Education and Culture Privacy Notice to Data Subjects

Personal data processed when arranging meetings, events, and surveys

## 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

Personal data are processed for the purposes of organising events and meetings at the Ministry and for conducting various surveys. In the case of events, personal data are processed for the purposes of receiving registration to the event, and for organising premises for the event, access control and possible catering services, and for invoicing and communicating with the participants about the event. In the case of surveys, personal data are processed usually for the purposes of reports, research or statistics.

## 5 Basis for processing personal data

Processing of personal data is based on:

- Government Rules of Procedure (262/2003)
- Government decree on the Ministry of Education and Culture (310/2010)

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

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

The information content varies on a case-by-case basis. In the case of events and surveys, it is usually the name and contact details of the participants and the respondents to the survey as well as other possible additional information needed for the event or survey that are processed.

## **7 Sources of personal data**

Personal data is collected from the data subjects themselves.

## **8 Processors and recipients of personal data**

The personal data are processed by:

- Webropol, Ltd
- Microsoft Corporation

The personal data are being reported to:

- Personal data may be disclosed on a case-by-case basis to actors involved in the events, such as reception personnel.

Event registrations and surveys primarily use a Webropol-survey tool or a Microsoft Forms -survey tool.

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

When using the Microsoft Forms -survey tool, personal data may be transferred outside the EU or the EEA.

## 10 Personal data retention periods

The retention period of personal data depends on the nature of the event or survey.

In the case of registration of participants to an event, their personal data are retained for the time required for arranging the event and carrying out follow-up activities, but no longer than six months after the event.

In the case of surveys, personal data are retained for a maximum of six months after the end of the response period.

Personal data may be retained on a case-by-case basis for a period required for financial administration, archiving (e.g. government data control plan) or storage of technical backup copies to be duly processed.

## 11 Data subject rights

Data subjects have the right to be informed by the controller of whether their personal data are 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

If data subjects discover that their personal data have been processed unlawfully, they have the right to lodge a complaint with the Data Protection Ombudsman.

## 12 Automatic decision-making and profiling

Personal data are 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 are secure and also requires this of the processors of personal data.