



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 Article 13 of the EU General Data Protection Regulation (EU) 679/2016.

2 Identity and contact details of the controller

Ministry of Education and Culture

Visiting address of the Registry: Ritarikatu 2 b, Helsinki

Postal address: PO Box 29, 00023 GOVERNMENT

Email address: registry.okm@gov.fi

Tel. +358 295 16001 (Government switchboard)

3 Contact details of the data protection officer

Data protection officer of the Ministry of Education and Culture

Email address: okmtietosuojavastaava@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, the purpose of the processing of personal data is generally to collect data for different types of reports, studies or statistics.

5 Basis for processing personal data

The processing of personal data is based on Article 6(1)(c) of the General Data Protection Regulation (compliance with statutory duties).

- Sections 11 and 18 of the Government Rules of Procedure (262/2003)
- Government Decree on the Ministry of Education and Culture (310/2010)

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 Processors and recipients of personal data

As a rule, a tool created by Webropol Oy service provider is used for event registrations and surveys. The provider has access rights to this tool as well as a technical support link, if necessary. This means that Webropol Oy acts as the processor of personal data on behalf of the Ministry. Personal data may be disclosed on a case-by-case basis to actors involved in the events, such as reception personnel.

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

The personal data will not be transferred outside the EU or the EEA or to any international organisations.



9 Personal data retention periods

The storage 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 stored for the time required for arranging the event and carrying out follow-up activities, but no longer than six months after the event, except in certain cases where more time is required for financial administration, archiving, or the retention of technical backup copies. In the case of surveys, personal data are stored for a maximum of six months after the end of the response period, and, in addition, personal data are stored on a case-by-case basis for a period of time required for financial administration, archiving or storage of technical backup copies to be duly processed.

10 Data subject rights

Data subjects have the right to obtain from the controller confirmation as to whether or not personal data concerning them are being 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.

11 Automatic decision-making and profiling

The personal data will not be used for automated decision-making or profiling that would have an effect on the data subjects' rights or freedoms.

12 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.