

Ministry of Education and Culture Privacy Notice for data subjects:

Processing of personal data when conferring decorations in the
Ministry's branch of government

1 General

This privacy notice contains the information to be provided for the data subject (a natural person) required under Articles 13 and 14 of the EU General Data Protection Regulation (EU) 679/2016. Data subjects are provided with this privacy notice when personal data is collected.

2 Name 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: kirjaamo.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: okmtietosuojaavastaava@gov.fi
Postal address: Ministry of Education and Culture, PO Box 29, FI-00023
GOVERNMENT

4 Purposes for processing personal data

Processing of nominations for decorations and the personal data which the nominations contain.

5 Basis for processing personal data

Processing of personal data is based on the following:

- Act on Public Expressions of Recognition (1215/1999)
- Statutes of the Order of the White Rose of Finland
- Decree on the Establishment of the Order of the Lion of Finland
- Rules of the Orders on the Conferral of Decorations

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

In addition, the party submitting the nomination must ensure the consent of the person upon whom the decoration is to be conferred. Privacy Policy of the Orders:

<https://ritarikunnat.fi/ritarikuntien-tietosuojaseloste-2/>

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

Nominee's personal data:

name, previous names, personal identity code, domicile, public position, military rank, native language, pay grade, education, employment history, positions of trust, honorary titles and decorations, rank of officer in the reserves, veteran badge, information on good repute, information on the willingness to accept the decoration. The nominating party's statement of reasons may also contain other personal data.

Personal data of the nominating party or contact person:

name, address, telephone number, email address, e-invoicing address.

7 Sources for personal data when unavailable from the person concerned

The nominating party fills in a form which contains the nominee's personal data.

8 Processors and recipients of personal data

Personal data is transferred to the Registry of the Orders of the White Rose of Finland and the Lion of Finland for processing the nominations for decorations. The original nominations which the Ministry has decided to recommend are forwarded to the Orders.

9 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.

10 Storage periods for personal data

The storage period for personal data is based on the VAHVA case management system' data management plan. The submitted nominations are scanned and stored in the VAHVA system for 3 years. The original documents for nominations not recommended by the Ministry are stored in an analogue format for 20 years. These documents are stored so that the person's history of decorations can be checked, if necessary. Analogue documents are destroyed securely.

11 Rights of data subjects

Data subjects have the right to be informed by the controller of whether or not their personal data is processed.

Data subjects also have the right to request from the controller:

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

Data subjects who believe that their personal 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

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.

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.