



Ministry of Education and Culture Privacy Notice to Data Subjects

Personal data processed in VAHVA case register

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) 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)

Joint Controller:
Prime Minister's Office
PO BOX 23, FI-00023 Government
registry.vnk@gov.fi
tietosuojaavastaava.vnk@gov.fi

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

- VAHVA is a joint case register of the Government and its ministries, which maintains information on matters that become pending in the ministries and on the processing of such matters. The register also contains documents, including metadata, received and prepared by public authorities.
- Maintenance and case management of the international register of treaties, the international register of visits, registers related to EU preparation and registers related to Government decision-making.
- Electronic archiving of official documents.
- Electronic archiving of documents migrated to the case register.
- Log management.



5 Basis for processing personal data

- Government Act (175/2003)
- Government Decree on the Ministry of Education and Culture (310/2010)
- Act on Information Management in Public Administration (906/2019)
- Archives Act (831/1994)
- Prime Minister's Office regulation on the processing of personal data contained in the Government's shared information systems (VN/9287/2019)

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

Categories of data subjects:

- Employees at the ministries
- Employees of the agencies in the administrative branch
- Employees filing matters that are pending at the Ministry
- External stakeholders

Personal data groups:

- Information on names
- Contact information (e.g. email address and street address)
- Other personal data provided by the party filing the matter, which may also include specific categories of personal data
- Other personal data contained in the documents, which may also contain specific categories of personal data

7 Sources of personal data if the data is not received directly from the data subjects

Personal data is mainly obtained from the data subjects themselves (e.g. citizens contact the Ministry and such contacts contain personal data). Documents may contain personal data obtained from registers of other authorities or actors.

8 Processors and recipients of personal data

Processors of personal data

- Government ICT Centre Valtori (technical maintenance)
- TietoEvry Plc (system vendor)
- HiQ Oy (system vendor)



Recipients of personal data on a case-by-case basis

- Other ministries of the Government
- With regard to public documents being prepared for EU purposes, the Government of Åland, the Finnish Parliament, the Finnish Transport and Communications Agency Traficom, the Office of the Chancellor of Justice, the National Police Board, the Defence Command Finland, the Financial Stability Authority, the Finnish Food Authority, the Finnish Security and Intelligence Service, the Bank of Finland, the Office of the President of the Republic, Statistics Finland, Finnish Customs, and the National Audit Office of Finland
- Other authorities within the scope permitted by the legislation in force.

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 Personal data retention periods

Personal data related to documents and documents stored in the case register is stored in line with the Government's joint data management plan. The name and possible contact details of persons who filed a matter are stored permanently.

11 Data subject rights

Data subjects have the right to be informed by the controller of whether or not 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.