

25 May 2018

Privacy notice for the data subject from the Ministry of Education and Culture

Personal data processed in connection with the payment of fees

1 General

This privacy notice contains the information for the data subject (natural person) that is required under Articles 12 and 13 of the EU's General Data Protection Regulation (EU) 679/2016. This notice will be given to the data subject whenever personal data is collected from him or her.

2 Controller and the controller's contact details

Ministry of Education and Culture
Visiting address of the Registry: Ritarikatu 2 b, Helsinki, Finland
Postal address: P.O. Box 29, FI-00023 GOVERNMENT, FINLAND
E-mail address: kirjaamo@minedu.fi
Tel. +358 295 16001 (exchange)

3 Data protection officer's contact details

Data Protection Officer of the Ministry of Education and Culture
Postal address: Ministry of Education and Culture, P.O. Box 29, FI-00023 GOVERNMENT, FINLAND
E-mail address: okmtietosuojavastaava@minedu.fi

4 Purposes of and legal bases for the processing of personal data

Personal data are used for the following purposes:

Personal data that are necessary for the purpose of paying fees to an official of the Ministry of Education and Culture or an external recipient will be stored and processed in the data file.

The following data files containing personal data are maintained for the purpose of fulfilling the employer's obligations concerning the payment of fees:

- Kieku information system for financial and personnel administration
- Fee invoice forms complete with appendices (tax card, the contract on which the fee is based)

Legal basis for the processing of personal data:

Compliance with the statutory obligations of a controller.

5 Other controllers

None.

6 Recipients of personal data

Data will be disclosed on a regular basis to financial institutions in the form of fee and salary payment data, as well as to the local government pensions

institution Keva, the Social Insurance Institution of Finland Kela, tax administration and execution authorities.

Information may only be disclosed within the limits required and allowed by the current legislation and with the controller's consent.

7 Processors

The Finnish Government Shared Services Centre for Finance and HR (Palkeet).

8 Transfer of personal data to third countries or international organisations

No data will be transferred outside the EU or EEA or to international organisations.

9 Personal data retention times

The retention time for fee invoice forms and their appendices (tax card, the contract on which the fee is based) is 10 years.

10 Rights of the data subject

The data subject has the right to obtain from the controller information as to whether or not personal data concerning him or her are being processed.

The data subject also has the right to request:

- access to the personal data pertaining to him or her
- that the controller rectifies or deletes any inaccurate or obsolete data
- that the processing of personal data be restricted.

If the data subject considers that the processing of his or her personal data is not lawful, the data subject has the right to file a complaint on the matter with the Data Protection Ombudsman.

11 Protection of the processing of personal data

As a controller, the Ministry of Education and Culture has implemented appropriate technical and organisational measures and demands the same from the processors as well.