

Ministry of Education and Culture Privacy Notice to Data Subjects

Personal data processed in connection with remuneration payments

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.

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 Joint controller

Finnish Government Shared Services Centre for Finance and HR Address: Kauppakatu 40, 80100 JOENSUU, tel. +358 295 62000 (switchboard)

When providing financial administration and HR services (e.g. Kieku system), the Government Shared Services Centre for Finance and HR Palkeet acts as the joint controller for the information contained in the information systems it owns.

4 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

5 Purposes of and basis for processing personal data

Personal data needed for the payment of fees to an external recipient or an official of the Ministry of Education and Culture are stored and processed in the register.

The following registers containing personal data are maintained to manage employer obligations when paying fees:

- Fee invoice forms with appendices (tax card, agreement on which the fee is based)
- KIEKU information system of the Services Centre for Finance and HR

The processing of personal data is based on the following acts and statutes:

- Prepayment Act (1118/1996)
- Act on Public Officials in Central Government (750/1994)
- Employment Contracts Act (55/2001)

Lawfulness of the processing of personal data is based on the fulfilment of statutory duties of the controller as laid down in Article 6(1)(c) of the EU General Data Protection Regulation 2016/679).

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

Personal data to be processed:

name, personal identity code, postal address, bank details, tax information, nationality, gender.

7 Processors and recipients of personal data

Finnish Government Shared Services Centre for Finance and HR process the personal data.

Data can be transferred only within the limits of the legislation in force or with the controller's consent. Local Government Pensions Institution Keva, the Social Insurance

Institution Kela, the tax administration and enforcement authorities receive regularly information in the form of fee and salary payment data.

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

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

9 Storage periods for personal data

The storage period for the fee invoice forms and appendices relating to the payment of fees (tax card, agreement on which the fee is based) is 10 years.

10 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 concerning themselves
- correction or erasure of personal data which are inaccurate or out of date
- restriction of the processing of personal data

Data subjects who believe that their data are not being processed on lawful basis have the right to make a complaint to 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 is secure and also requires this of the processors of personal data.