

18 September 2019

Ministry of Education and Culture's Privacy Notice to data subjects

Traveller profile for travel agency and personal data in travel expenses forms

1 General provisions

This Privacy Notice contains the information that a data subject (a natural person) must be given under Article 13 and Article 14 of the General Data Protection Regulation (EU) 679/2016. The data subject is provided with this Privacy Notice when personal data is collected.

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, FI-00023 GOVERNMENT
Email: kirjaamo@minedu.fi
Tel. +358 295 16001 (Switchboard)

3 Contact details of the data protection officer

Data protection officer of the Ministry of Education and Culture
Email: okmtietosuojavastaava@minedu.fi
Postal address: Ministry of Education and Culture, PO Box 29, FI-00023 GOVERNMENT

4 Purposes of processing, lawful basis for processing and categories of personal data

Personal data is processed for the following purposes:

- Collecting traveller data for the traveller profiles of the travel agency and the travel expenses system.
- Travel bookings and other measures related to organising the travel.

Personal data collected:

- Name, contact details and other information for creating the traveller profile and for paying travel expenses

Lawful basis for processing personal data:

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

5 Recipients of personal data

Processors or recipients of personal data on a case-by-case basis:

- Travel agency providing travel services for the Ministry
- Rondo R8 system archive and, as of spring 2020, Handi system archive
- The Government Shared Services Centre for Finance and HR (Palkeet) and the banks receiving payment information.
- Finnish Tax Administration (reports to the Incomes Register, if applicable)
- In individual cases, data may be disclosed in accordance with the applicable legislation.

6 Transfer of personal data to third countries or international organisations

On a case-by-case basis and depending on the destination of travel, personal data may be disclosed outside the EU/EEA to parties involved in organising the travel.

7 Personal data retention periods

Personal data is processed for the period required for organising the journey. After the data no longer needs to be processed, it is retained in accordance with the financial administration and archiving instructions and regulations.

8 Rights of the data subjects

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

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

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

Data subjects who think that their data is not processed on lawful basis have the right to make a complaint to the Data Protection Ombudsman.

9 Source(s) of personal data

As a rule, personal data is collected from the data subjects themselves, but on a case-by-case basis the data can be obtained from the data subject's organisation or contact person.

10 Automated decision-making

The processing of personal data does not include any automated decision-making that would affect the rights and freedoms of the data subject.

11 Protecting the processing of personal data

As the data controller, the Ministry of Education and Culture has taken the necessary technical and organisational measures to protect the processing and requires that the data processor also take such measures.