



(Replaces the version dated 18 September 2019)

Ministry of Education and Culture Privacy Notice to Data Subjects

Traveller profile for travel agency and processing of 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. Data subjects are provided with this privacy notice when personal data is collected.

2 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, Postal address: PL 49, 80101 JOENSUU
Tel. +358 295 562 000 (switchboard), email address: kirjaamo@palkeet.fi

4 Contact details of the data protection officer

Data protection officer of the Ministry of Education and Culture
Email address: okmtietosuojavastaava@gov.fi



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Postal address: Ministry of Education and Culture, PO Box 29, FI-00023
GOVERNMENT

5 Purposes for processing personal data

- Collection of traveller data for the traveller profiles of the travel agency and the travel expenses system (name, contact details and other information for creating the traveller profile and for paying travel expenses invoices)
- Travel bookings and other measures related to organising the travel.

The Government Shared Services Centre for Finance and HR processes personal data as a joint controller when providing services for the customer.

6 Basis for processing personal data

- Act on Public Officials (1994/750)
- Administrative Procedure Act (434/2003)
- Act on the Finnish Government Shared Services Centre for Finance and HR (179/2019).
- Government Rules of Procedure (262/2003)
- Government Decree on the Ministry of Education and Culture (310/2010)
- The legal basis for personal data processing is provided in Article 6(1c) of the EU General Data Protection Regulation.

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

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



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8 Sources for personal data when unavailable from the person concerned

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.

9 Processors and recipients of personal data

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

- the Ministry's travel agency that provides travel services,
- the Herkkä service archives in the Handi system,
- the Government Shared Services Centre for Finance and HR (Palkeet), and banks that receive payment data
- the Finnish Tax Administration (Incomes Register reports, where necessary)
- data may be disclosed in individual cases in accordance with legislation

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

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

11 Personal data retention periods

Personal data is processed for the period required for organising the journey and is retained in accordance with financial administration and archiving instructions and regulations.



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12 Data subject rights

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
- correction 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.

13 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.

14 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.