

24 May 2018

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

Personal data processed in the SALAMA case management system

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.

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

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

Personal data are used for the following purposes:

- registering of the cases filed with the Ministry of Education and Culture
- preparation of, and decision making on, the registered cases
- provision of documents to the data subject
- archiving of registered cases and documents
- processing for research and statistical purposes.

Legal basis for the processing of personal data:

- Government Rules of Procedure (262/2003), sections 11 and 18
- Government Decree on the Ministry of Education and Culture (310/2010), section 1
- Archives Act (831/1994) and the regulations issued thereunder by the Archive of Parliament
- Act on Openness of Government Activities (621/1999), section 18

5 Other controllers

With regard to all personal data, the Prime Minister's Office.

With regard to the information contained in the customer register:

- Arts Promotion Centre Finland
- National Board of Antiquities
- Academy of Finland

6 Recipients of personal data

The data pertaining to the recipients of coaching and training grants to athletes and award recipients will be reported to the Finnish Tax Administration. The data pertaining to the recipients of the supplementary athlete pension granted by the State will be reported to Keva.

Additionally, data may be disclosed in individual cases in compliance with the current legislation.

7 Processors

The processors include:

- CGI, software maintenance
- Government ICT Centre Valtori, data centre services
- Posti Messaging Oy, delivery of documents in hardcopy format
- The Finnish Government Shared Services Centre for Finance and HR (Palkeet) and the bank, transmission of a payment file via Palkeet to the bank.

8 Transfer of personal data to third countries or international organisations

The personal data contained in the SALAMA case management system will not be disclosed to third countries or international organisations

9 Personal data retention times

The personal data included in the documents and related to case handling are stored in accordance with the Archives Act and the data control plan (records schedule).

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.