

# Ministry of Education and Culture Privacy Notice to Data Subjects

Personal data processed in the system for processing discretionary government grants (Salama system)

## 1 General information

This Privacy Notice contains the information to be provided for the data subject required under Articles 13 and 14 of the EU General Data Protection Regulation (EU) 679/2016.

## 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, 00023 GOVERNMENT

Email address: registry.okm@gov.fi

Tel. +358 295 16001 (Government switchboard)

For all personal data, the joint controller is the Prime Minister's Office's document management service provider. The joint controllers of information included in the customer register are Arts Promotion Centre Finland, the Finnish Heritage Agency and the Academy of Finland.

## 3 Contact details of the data protection officer

Data protection officer of the Ministry of Education and Culture

Email address: okmtietosuojaava@gov.fi

Postal address: Ministry of Education and Culture, PO Box 29, FI-00023  
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## 4 Purposes for processing personal data

- Registration of discretionary government grant and award matters initiated at the Ministry of Education and Culture and matters related to applying for central government transfers
- Preparation of registered matters and making decisions on them
- Submission of decisions and other documents to data subjects and provision of other information to discretionary government grant applicants
- Storage and archiving of metadata and documents on registered matters in accordance with the data management plan
- Declaring the recipients of scholarships and awards to the Finnish Tax Administration
- User directories: management of user and access rights
- Processing for research and statistical purposes

## 5 Basis for processing personal data

The processing of personal data is based on Article 6(1)(c) of the EU General Data Protection Regulation (compliance with statutory duties).

- Government Decree on the Ministry of Education and Culture (310/2010)
- Government rules of procedure (262/2003)
- Act on Information Management in Public Administration (906/2019)
- The Archives Act (831/1994)

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

- Individual customer's name and contact details, personal identity code and bank contact details stored in the customer register
- Personal data contained in documents and metadata on cases and documents
- Information on the users of the system for processing discretionary government grants (Salama system)



## 7 Processors and recipients of personal data

The personal data are processed by:

- CGI, software maintenance
- CSC - Finnish IT Centre for Science Ltd, data centre services
- Posti Messaging Oy, delivery of documents in paper form
- Finnish Government Shared Services Centre for Finance and HR
- Government ICT Centre Valtori,

Data on the users of the Salama system

Information on the recipients of grants and awards for athletes' coaching and training is reported to the Finnish Tax Administration.

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

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

## 9 Personal data retention periods

Personal data are stored in accordance with the Archives Act and the data management plan. As a rule, documents related to discretionary government grant matters are retained for 15 years. Registration data on cases are stored permanently in the register, as are customer data as part of the data processed in each given case.

## 10 Data subject rights

Data subjects have the right to be informed by the controller of whether or not their personal data are 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 are inaccurate or out of date
- restriction of the processing of personal data

If data subjects discover that their personal data have been processed unlawfully, they have the right to lodge a complaint with the Data Protection Ombudsman.



## **11 Automatic decision-making and profiling**

Personal data are not used for automated decision making or profiling.

## **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 are secure and also requires this of the processors of personal data.