



Ministry of Education and Culture Privacy Notice for Data Subjects

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

1 General provisions

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: kirjaamo.okm@gov.fi

Tel. +358 295 16001 (Government switchboard)

The document management service provider of the Prime Minister's Office serves as joint controller of all personal data. The Arts Promotion Centre and the Finnish Heritage Agency act as joint controllers of information included in the customer register.

3 Contact details of the data protection officer

Data protection officer of the Ministry of Education and Culture

Email address: okmtietosuojaavastaava@gov.fi

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



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
- Information on the name, type of sport and size of grant or award of natural persons who have received grants and awards for athletes' coaching and training will be published on the okm.fi website on the basis of each applicant's separate consent at the application stage.

5 Basis for processing personal data

The processing of personal data is based on the following:

- 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)
- Archives Act (831/1994)
- Act on Discretionary Government Grants (688/2001)
- Government Decree on the minimum information to be stored in the data repository for government grant activities and on the datasets to be published in the service for publishing and using government grant information (1394/2022)

The legal basis for personal data processing is provided in accordance with Article 6(1)(c) of the General Data Protection Regulation (compliance with statutory obligations).



The legal basis for publishing on the okm.fi website the names of natural persons who have received grants and awards for athletes' coaching and training is set out in Article 6(1)(c) of the General Data Protection Regulation (the data subjects have consented to the processing of their personal data).

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 is 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.

In matters concerning discretionary government grants, the name and personal identity code of natural persons are submitted to the State Treasury in accordance with section 32b of the Act on Discretionary Government Grants (688/2001). In accordance with section 32d of the Act on Discretionary Government Grants (688/2001), the name of natural persons who have received a favourable decision are published in the Tutkiavustuksia.fi service.



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 Personal data retention periods

Personal data is 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 is processed.

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

- access to personal data pertaining to 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.

11 Automatic decision-making and profiling

Personal data is 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 is secure and also requires this of the processors of personal data.