27 June 2019

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

1 General

This Privacy Notice contains the information that a data subject (a natural person) must be given under Article 13 or 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 and legal basis for the processing of personal data

Personal data is processed for the following purposes:

- Meeting arrangements for Finland's Presidency of the Council of the European Union
- In the context of registration, data subjects are asked to provide their name and contact information necessary for the meeting arrangements and any other necessary personal data.

Filming, taking photos and listing participants:

- So-called family photos may be taken in the meetings organised by the Ministry of Education and Culture during Finland's Presidency. Meeting participants unwilling to appear in family photos should notify the organisers at the photo shoot at the latest.
- Other audiovisual material may also be recorded and photographs taken during the meetings.
- Participant names listed by country may be distributed to the meeting participants.

Legal basis for personal data processing:

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

5 Recipients of personal data

Personal data processors include:

- persons involved in the organisation of the meetings for Finland's Presidency of the Council of the EU at the Ministry of Education and Culture
- any partners involved in the organisation of the meetings
- CWT, a travel management company participating in the meeting arrangements and responsible, for its part, for the data protection of any such arrangements.

In individual cases, data may be disclosed in accordance with the applicable legislation in force.

6 Transfer of personal data to third countries or international organisations

Personal data will only be used for internal meeting arrangements and it will not be disclosed to recipients in third countries or international organisations.

7 Other sources of personal data

Information regarding the data subjects may also be obtained from the registered organisations' contact persons, personal assistants, travel agents or other parties involved in the meeting preparations or arrangements.

8 Storage periods

Saved personal data is stored for as long as the Ministry of Education and Culture needs it for implementing agreements, for providing services, for responding to inquiries about the events, and for fulfilling its legal obligations and statutory requirements, such as the laws on financial reporting.

9 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 the data subject
- rectification or erasure of personal data which is inaccurate or out of date
- restriction of personal data processing.

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.

10 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.