

PRIVACY STATEMENT

Date of issue: 6.10.2021

To inform the data subjects

City of Vaasa

1. Name of the register	Customer data register for the joint services
2. Data controller	City of Vaasa Group Division Address: P.O. Box 3, 65101 Vaasa Joint services Kirjastonkatu 13, 65100 Vaasa
3. Register contact person	Service advisor Johanna Holmback Phone:063251111 Email kansalaisinfo@vaasa.fi
4. Data Protection officer contact details	Switchboard: 06 325 1111 Email:tietosuojavastaava@vaasa.fi
5. Purpose and legal basis for the processing of personal data	Personal data is processed for managing, maintaining, and developing customer relationships, for analysis and for statistical purposes. The customer data contained in the register may be used by the controller, the managing bodies and for the collection of statistical data by partners
6. Data content of the register	The following categories of data may be processed in the register: —Data subject's basic information: name, gender, date of birth, mother tongue and place of residence. Possibly other information provided by the data subject, such as invoicing information.
7. Regular sources of information	Personal data is collected from the data subject and from the information that will become available during the registration and use of the services.
8. Data retention period	Customer data is stored for up to one year after the end of the use of the service or for a statutory period.
9. Regular disclosure of data	As the data controller, the City of Vaasa joint services may disclose personal data in the register within the limits of the applicable legislation. Data is disclosed for statistical purposes in such a way that it is not possible to identify the data of an individual. The storage period follows the archiving plan of the City of Vaasa.

10. Transfer of data outside the EU or EEA	Personal data will not be transferred outside Finland, the European Union, or the European Economic Area
11. Principles of the protection of the register	<p>A) Manual material Documents are stored in locked rooms and their use is monitored.</p> <p>B) Electronic material The IT equipment is in secure and controlled rooms. Access to customer information systems and files is based on individual permissions and is monitored. Access rights are granted on a task-by-task basis.</p>
	The storage, archiving, destruction, and other processing of data is controlled by City of Vaasa archiving plan and data protection guidelines.
14. Automatic decision making, if any	There is no automatic decision making.
15. Rights of the data subject	<ul style="list-style-type: none"> A. Right of access (Article 15, request addressed to the contact person) B. Right to lodge a complaint with a supervisory authority (Article 77) C. Right to request rectification (Article 16) D. Right to erasure (Article 17) "right to be forgotten" Not applicable for statutory registers E. Right to data portability (Article 20) condition: automated processing and if technically possible. Addressed to a contact person F. Withdrawal of the data subject's consent