



PRIVACY STATEMENT

COMBINED FILE DESCRIPTION AND INFORMATION DOCUMENT DATA PROTECTION ACT (1050/2018) THE EU'S GENERAL DATA PROTECTION REGULATION ¹

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| 1. Controller | Name Controller: Ministry of Economic Affairs and Employment |
| | Address PO Box 32, FI-00023 GOVERNMENT |
| | Other contact information (e.g. telephone number during office hours, email address) tel. +358 295 16001, kirjaamo(a)tem.fi |
| 2. Contact person in matters related to the personal data file | Name Ministry of Economic Affairs and Employment, Managing Authority / Marko Elo |
| | Address PO Box 32, FI-00023 GOVERNMENT |
| | Other contact information (e.g. telephone number during office hours, email address) Email: marko.elo (at) tem.fi / kirjaamo(at)tem.fi tel. +358 295 049 210 |
| 3. Personal data file name | ESF Person |
| 4. Purpose of the processing of personal data | <p>The allocation of funding pursuant to Finland's programme document approved by the EU Commission and the achievement of the targets set for Finland in the programme document are monitored by collecting data about project participants. For this reason, data about participants in actions associated with projects funded by the European Social Fund are collected in the personal data file in question.</p> <p>The binding obligation based on the ESF Regulation 1304/2013 and the Common Provisions Regulation 1303/2013 gives the Member States the right to collect and process personal data necessary for the monitoring, evaluation, financial management, verification and audit of the execution of the programme. The data registered on the participants are not used or disclosed for any other purpose.</p> |

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (General Data Protection Regulation). More detailed information about the General Data Protection Regulation can be found on the website of the Office of the Data Protection Ombudsman.

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| | <p>By signing the form, the participant gives their explicit consent to the collection and storage of data. When filling in the form, the participant has the right to select the option “do not wish to respond” to certain sensitive questions. The EU Commission requires the documentation of attempts to collect data, too, or cases in which the participant does not wish to answer the questions on the form and, as a result, data are not obtained from the participant. As attempts to collect data must also be reported, forms must be stored appropriately also by the project executor for the project-related storage period.</p> |
| <p>5. Data content of the personal data file</p> | <p>Data types:</p> <ul style="list-style-type: none"> • The person’s identification and contact details: name, personal identification number, address, email and telephone number • Employment status: duration of unemployment (if any), time spent outside working life or employment-related data • Education: the level of completed education • Household’s situation: data related to unemployment, children under the person’s guardianship and the number of adults in the household. Data collected until 7.8.2018. • Other background factors: immigrant background or belonging to a minority, disability, weak position in the labour market, homelessness. Homelessness data collected until 7.8.2018. • In addition in certain project types: the person’s assessment of their work ability and/or the effects of the project <p>The ESF Regulation (EU 1304/2013) defines the data that must be collected for all participants of ESF actions. The following data must be available on all persons participating in ESF actions: gender, employment status, age, education and the household’s situation. If all of this data cannot be obtained, any other data about the person cannot be reported to the EU Commission.</p> <p>Some of these data have been classified as sensitive. They include certain questions under the heading “Other background factors”. These data are essential for both allocating ESF support and studying its impacts. However, responding to these questions is not mandatory; in this case, the participant should select the option “do not wish to respond” in the initial form, and this information is recorded in the personal data file.</p> <p>For grouping data in different ways, a quite extensive amount of basic data are collected about the applicants when their participation in the project starts and a more limited amount of data when their participation ends. Data are collected as data groups.</p> <p>Data groups are constituted of basic data specifying the participant, including, among other things, contact details and data categories related to ESF indicator data at the starting time, such as the labour market situation, level of education and the household’s situation.</p> <p>In the end notification, the participant’s contact details are updated and data related to indicators at the ending time are maintained. In certain kinds of projects, the participant is also requested to evaluate the project’s level of success from his/her point of view.</p> <p>To ensure that data collected from different Member States are comparable, common monitoring data definitions and data integrity requirements are adhered to, as far as possible, and all monitoring data must also be categorised by the participant’s gender.</p> |
| <p>6. Regular sources of data</p> | <p>The provider of the data, or the person participating in an action on forms filled in at the beginning and end of the action.</p> |
| <p>7. Regular disclosure of data</p> | <p>The personal data file’s participant-specific data will be used in follow-up six months after the participant ends their participation in the project. A statistically representative sample is selected from among the participants who have ended their participation in the project and the selected sample will be</p> |

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| | <p>the target group for a follow-up survey by an external research institute, Statistics Finland or a similar party.</p> <p>Data are disclosed only at the aggregated data category- and project-specific level, reported in the manner defined by the Managing Authority on the basis of the obligations of the ESF Regulation 1304/2013. As a rule, disclosure at the aggregated level refers to the disclosure of data to the evaluator for evaluation. Aggregated data means that all data collected to verify the identity of an individual are removed from the material to be delivered. The reporting frequency ranges from reporting to the Commission a couple of times during the programme period to annual reporting. It is necessary for the Managing Authority to constantly use reporting to monitor and evaluate the execution of the programme.</p> <p>To verify if funding of a labour market policy measure is eligible for ESF support, the Employment and Economic Development Offices' URA customer service system sends an inquiry to the ESF Person system using a technical interface, to check if an individual job-seeking customer is registered as a participant in a certain project. The ESF Person service sends a Yes/No reply for an Employment and Economic Development Office employee to the URA system.</p> <p>On a project-by-project basis, reporting data aggregated by data category are disclosed from the personal data file to the project's funding authority using a technical interface into the EURA 2014 monitoring system so that data collected to verify the identity of an individual are not shown or, if the data category-specific aggregated value based on the age or gender distribution is smaller than 10, the aggregated value is not shown.</p> |
| 8. Regular disclosure or transfer of data outside the EU or the EEA | None. |
| 9. Principles for securing the personal data file | <p>a) Manual materials</p> <p>The responsibility for collecting data and storing them in the ESF Person service lies with the project executor. The project sub-executors collect data with forms and submit the forms to the executor who is responsible for recording the data and storing the original forms as instructed.</p> <p>The forms filled in by project participants must be stored in a closed cabinet in access-controlled premises. If the forms are not stored in access-controlled premises, they must be kept in a safe.</p> <p>Forms must be delivered to the executor in a safe and reliable manner. Scanning and emailing forms is not allowed apart from situations in which they can be sent as secure email.</p> <p>The primary method for sending information is as a registered letter by mail. The envelope must make it impossible to read information on the forms inside the envelope; in practice, this can usually be achieved by using two envelopes, one inside the other.</p> <p>Copying forms is not allowed.</p> <p>The project executor may destroy the forms for data that have been stored in the ESF Person service as determined in Section 30 of the Government Decree on the support eligibility of costs that are partially funded from Structural Funds (358/2014).</p> <p>The forms must be destroyed verifiably by shredding them or placing them in a locked paper collection container for disposal, following the procedure the organisation has determined for sensitive documents.</p> <p>A person-level summary report can be printed from the service. All service printouts that show data that are recorded in the personal data file and that can be identified at the person level are marked with an encryption/data protection level III stamp.</p> |

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| | <p>b) Data processed electronically</p> <p>The Managing Authority grants, using the technical interface of the EURA 2014 system, a service storage right to such ESF project executors, the projects of which include actions creating a registration obligation. The use of the personal data file requires strong use authentication with a project executor's Suomi.fi authentication.</p> <p>Data stored in the ESF Person service can only be seen by a user in the project executor's organisation who is authorised to store data and only for the project in question. Accessing and viewing data related to other project participants is prevented due to the sensitivity of the data.</p> <p>The designated officials of the Managing Authority of Finland's Structural Funds have the right to view all data within the limits set by law and regulations. The intermediate body, or the project's funding authority or auditor, does not have access to the personal data file or the right to request the project executor to disclose participant-level data. Nevertheless, these parties have the right to verify the existence of the original forms, on which the data stored in the personal data file or the participants' refusals to respond are based.</p> <p>The auditor of the party that has granted funding for the project has the right to request the project executor only to show the action participants' data, but not to hand over the printout or image, directly in the ESF Person service to verify the tracing chain.</p> <p>The Managing Authority is subject to the community legislation applicable to the EU's Structural Fund period and the final destroying of data from the system is done only after the end of the programme period. The storage obligation pursuant to the Common Provisions Regulation is extensive and considerably long. The Managing Authority is subject to article 140 of the Common Provisions Regulation (1303/2013). Pursuant to this article, the storage period of the data collected about participants for the programme period 2014–2020 extends approximately to 2034.</p> |
| 10. Right of access | <p>Pursuant to the EU's General Data Protection Regulation, a project participant may request and view his/her personal data stored in the service.</p> <p>The project executor can print a summary of the participant's data. The printed system report is given or sent as a registered letter only to the participant him-/herself.</p> <p>The participant may also request his/her personal data from the Ministry of Economic Affairs and Employment. The request for data must clearly indicate that the request is related to data stored in the ESF Person service. The request for data must be submitted to the MEAE registry in writing. The MEAE registry's website https://tem.fi/en/initiation-of-matters has a form for requesting data and also instructions for making a request for data and submitting it to the ministry.</p> |
| 11. Right to request rectification | <p>As the initial and end notification forms describe the participant's situation at that moment, data cannot, as a rule, be changed or erased afterwards. The basic data (name, address and contact details) on the form can be updated. Data update requires that a new signed form be submitted to the ESF project executor.</p> |
| 12. Other rights related to the processing of personal data and the erasure of personal data | <p>The binding obligation based on the ESF Regulation 1304/2013 and the Common Provisions Regulation 1303/2013 gives the Member States the right to collect and process personal data necessary for the monitoring, evaluation, financial management, verification and audit of the execution of the programme. The data registered on the participants are not used or disclosed for any other purpose. Due to the statutory obligation, data related to participants cannot be erased from the personal data file.</p> |
| 13. Use of cookies | <p>The service uses cookies. A cookie is a small text file sent to and stored on the user's computer that makes it possible to use the authentication service.</p> |

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| 14. Publicity | The allocation of funding pursuant to Finland's programme document approved by the EU Commission and the achievement of the targets set for Finland in the programme document are monitored by collecting data about project participants. Data collected about participants are not public <i>pursuant to section 24, subsection 1, paragraphs 25 and 32 of the Act on the Openness of Government Activities (621/1999)</i> . |
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