

## **Privacy policy for the events register of the Ministry of Economic Affairs and Employment (Description of the processing of personal data in connection with events)**

### **1. Controller**

Ministry of Economic Affairs and Employment (Business ID: 2160307-0)

PO Box 32, FI-00023 Government

Telephone +358 29 516001, email [kirjaamo@tem.fi](mailto:kirjaamo@tem.fi)

A separate events register is maintained for each event. Each event organiser will answer questions regarding the registration of their events. Contact information for the person responsible for the events register is provided with the instructions for registration.

Contact information of the Data Protection Officer: [tietosuojavastaava@tem.fi](mailto:tietosuojavastaava@tem.fi)

### **2. Data subjects**

Data for persons registered for the event will be entered in the events register.

### **3. Purpose and legal basis of the processing of personal data**

Personal data will be processed on the basis of the data subject's consent to fulfil the data controller's statutory obligations and/or exercise the official authority vested in the data controller for the purpose of handling orders, registrations, special diets, special needs, service provision, marketing, reporting, and other communications purposes.

If the data subject fails to submit the data required for registration, the Ministry of Economic Affairs and Employment will not accept the data subject's registration for the event.

Personal data will only be used for pre-defined purposes such as:

- Event-related announcements and communication
- Coordination of event materials, surveys and feedback
- Organising the event and catering to special requirements
- Meeting the accounting obligations of the Ministry of Economic Affairs and Employment as well as EU obligations
- Marketing of similar events

### **4. Data to be stored in the register**

An events register may contain the following data for companies, business contacts, and private individuals:

- first and last name
- contact information
- an organisation's name and contact information

Information provided for the event, such as:

- special dietary requirements
- details of accompanying persons, if any, and of special requirements

The following systems may be used to collect data for the events register: Webropol, Questback and email.

As a rule, data will be collected in connection with registration for the event.

## **5. Rights of data subjects**

Data subjects have the right to:

- request from the controller and/or event organiser access to their personal data and to check such data;
- ask for the rectification of incorrect personal data. In such a case, the request must specify what information is incorrect, and why and how it should be changed. The controller must rectify the mistake without undue delay. The request must be submitted to the controller in writing.
- restrict processing. If the data subject has indicated that his or her data are incorrect, they have the right to request that the processing be restricted until the accuracy of the data is verified;
- withdraw consent. When the processing of personal data is based on consent, the data subject has the right to withdraw his or her consent at any time. After that the personal data will not be processed unless there is some other legal basis for doing so.
- request erasure of personal data. The data subject has the right to have his or her personal data erased. This right does not apply to the personal data that the Ministry of Economic Affairs and Employment needs in order to perform its statutory responsibilities.
- lodge a complaint to the supervisory authority if their personal data have not been processed appropriately. The Data Protection Ombudsman's contact details can be found at [www.tieto-suoja.fi](http://www.tieto-suoja.fi)

## **7. Regular disclosure of data**

The name and contact details of the attendees will not be disclosed outside the Ministry of Economic Affairs and Employment without the consent of the data subject unless the Ministry is obliged to disclose the information under a provision binding on the Ministry. However, events held at Government premises are exceptions. In such cases, the visitors' data will be entered into the Senaattila Visitor Register. In addition, in relation to special diets, names will be transferred to the catering service provider and their subcontractors.

According to a Government regulation (2494/60/2016), the organiser of official receptions and special events is responsible for the security of the event. Therefore, the data on the attendees may, if necessary, be disclosed to the Prime Minister's Office or the police before the event is held in order to ensure the safety of the event.

In other cases, data may be disclosed on the basis of the Act on the Openness of Government Activities, the EU General Data Protection Regulation, and other applicable legislation (such as the Act on Discretionary Government Transfers), and decisions will be made and disclosures carried out by the unit organising the event.

## **8. Storage of data**

Data is protected by technical means.

Personal data will be stored for as long as is necessary for registering for the event, as well as for ensuring compliance with the legislation binding on the Ministry of Economic Affairs and Employment. After the event, personal data is, in general, stored for two years for the purpose of organising new similar events. After this period, the data will be erased.

After the event, the data controller retains the right to include the number and organisation of the attendees in separate statistics.

## **9. Personal data recipients and recipient groups**

The Ministry of Economic Affairs and Employment as the controller is responsible for the personal data in the register. If necessary, persons responsible for the registration software may process personal data as a third party. Agreements have been signed with third parties regarding the processing of personal data.

Furthermore, data in the events register may be processed by persons responsible for the events of the Ministry of Economic Affairs and Employment. Personal data may also be processed by event subcontractors such as catering service providers and their subcontractors. Similarly, service providers responsible for the event's invoicing, such as government service centres, may process personal data.

Data in the register can be shared within the Ministry of Economic Affairs and Employment and with the event's stakeholders.

#### **10. Transfer of data outside the EU**

No information will be transferred outside the EU or EEA unless it is necessary for purposes such as travel arrangements. If, by way of exception, a partner of the event is from outside the EU or the EEA, information on delivering the data to such partners will be provided separately when registering for the event.