



Description of file

EU General Data Protection Regulation (2016/679)

22 June 2022

Address register for the Service Centre Helsinki's customer newsletter and other publications

1. Controller

The Board of Directors of the City of Helsinki's Service Centre Enterprise (Service Centre Helsinki). The controller duties have been delegated to the Managing Director of the Service Centre Helsinki (decision of the Board of Directors, 14 August 2018, Section 10).

2. Person responsible for the data file

Head of Service Centre Helsinki's Financial and Administrative Unit

3. Data file contact person Communications

Planner/Financial and Administrative Unit

Contact information

Service Centre Helsinki, P.O. Box 9500 (Elimäenkatu 15),

00099 City of Helsinki

4. Purposes of the processing of personal data and the legal grounds for the processing Purposes of the processing

The data in the register is used for stakeholder communications, such as sending electronic bulletins, newsletters and other publications and invitations. The data shall not be used for commercial marketing purposes. You can unsubscribe from the newsletter at any time by clicking the link at the end of each newsletter or by contacting Service Centre Helsinki's Communications. The sending of the newsletter may also be discontinued if the data subject is no longer employed with the City of Helsinki.

Legal grounds for the processing

Names and e-mail addresses of the Service Centre Helsinki personnel and City organisation representatives; Article 6, paragraph 1 a of the EU General Data Protection Regulation: The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

Essential legislation

- EU General Data Protection Regulation (679/2016)
- Data Protection Act (1050/2018)

5. Data content of the file

The data subjects are employees of Service Centre Helsinki or its customer or stakeholder organisations.

Data content of the register:

- the person's first name and last name
- the person's e-mail address.

The register is stored and maintained in a secure information system. Access to the register requires user IDs for the information system. Access shall be granted only to controller personnel whose position and duties require said right of access.

6. Regular disclosures of personal data

Data from the file is not transferred outside the EU or EEA or disclosed to a third party.

7. Data retention periods

The data in the register will be kept for as long as the data subject wishes to receive Service Centre Helsinki's bulletins or publications. The data subject may at any time unsubscribe from the bulletins and publications, in which case his or her data will be automatically deleted from the register.

8. Sources of personal data

The data has been obtained from the Financial and Administrative Services Unit of Service Centre Helsinki, the City of Helsinki e-mail addresses and the data subjects themselves.