



Description of file

EU General Data Protection Regulation (2016/679)

23 September 2020

Client data file of Luotsi targeted youth work

1. Controller

The controller is the Culture and Leisure Committee, which delegated the controller's tasks to the Director of Youth Affairs on 27 March 2018, Section 71.

2. Person responsible for the data file

Job title

Northern Youth Work, Head of Division

3. Data file contact person

Job title

Executive Director for Luotsi operations: Länsiluotsi: Kannelmäki Youth Work Unit/Executive Director, Itäluotsi: Itäkeskus Youth Work Unit/Executive Director, Koillisluotsi: Malmi Youth Work Unit/Executive Director

Contact information

City of Helsinki, Registry Office, P.O. Box 10 (Pohjoisesplanadi 11–13), FI-00099 City of Helsinki

4. Purpose and legal grounds for processing personal data

Purpose of processing

The purpose of processing personal data in the data file is to process data related to client work in targeted youth work and in Luotsi activities for secondary school pupils.

Legal grounds for processing

Article 6(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)
- Youth Act (1285/2016)
- Confidentiality provisions of special legislation

5. Data content of the file

Identifying information and contact details, contact telephone number, school, year of birth, class, address, family relations, leisure time and hobbies of the young person who is the data subject. Guardian's identification information and contact details. Identifying information and contact details of the members of the young person's support network. May contain health information or other specific personal data.

6. Regular disclosure of personal data

Data from the file is not transferred outside the EU or EEA. The data is used for work with the support networks of the young people involved in the activities. Anonymised data is used for statistical purposes.

7. Data retention periods

The documents are kept at the Luotsi work unit in question during the client process and for the following year. The papers are then archived for three years in the youth work unit in question, after which they are destroyed. The data is stored in accordance with a separate data processing instruction.

8. Sources of personal data

The data in the file is obtained from the data subjects, their guardians and the members of the Luotsi network (e.g. school student care), provided that the young person who is the client and their parents have given their consent.