



Description of file

EU General Data Protection Regulation (2016/679)

14 March 2023

## **Facility reservation and customer data file of cultural services**

### **1. Controller**

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

### **2. Person responsible for the data file**

#### **Job title**

Cultural Director

### **3. Data file contact person**

#### **Job title**

Production Planner and Secretary of Courses

#### **Contact information**

City of Helsinki, Registry Office, P.O. Box 10 (Pohjoisesplanadi 11–13), FI-00099 City of Helsinki, tel. 09 310 29930

## **4. Purpose and legal grounds for processing personal data**

### **Purpose of processing**

The purpose of processing personal data in the data file is to organize facility reservations, or courses and workshop activities, and production for customers of cultural services. And furthermore enrollment to performances, workshops and courses.

### **Legal grounds for processing**

Article 6(1)(b) of the EU General Data Protection Regulation: processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

### **Essential legislation**

- EU General Data Protection Regulation (679/2016)
- Data Protection Act (1050/2018)
- Municipal Cultural Activities Act (729/1992)

## **5. Data content of the file**

Identifying and contact information and personal identity code of the data subject or identifying and contact information of a business customer as well as bank contact information and information relevant to the reservation or production, such as the time of the reservation, enrollment, the facility and the necessary additional services.

## **6. Regular disclosure of personal data**

No personal data disclosures outside the EU or EEA or other regular disclosures.

## **7. Data retention periods**

Data is retained for two years after the event.

## **8. Sources of personal data**

The data is obtained directly from the data subject and from representatives of corporate customers.