



Description of file

EU General Data Protection Regulation (2016/679)

23 September 2020

## **HAM exhibition loan data file**

### **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**

Art Museum Director

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

#### **Job title**

Team Manager (coordination and exhibition technical implementation team)

#### **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 borrow works of art for HAM's exhibition activities.

### **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)

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

Name, address, telephone number and e-mail address of the lender and other contact person involved in the exhibition project. The name of the creator of the work of art to be borrowed, the details of the work of art and its insured value.

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

Personal data and details of the work of art are disclosed to the insurance company and the transport company as necessary. In the case of a touring exhibition into which the borrowed work is transferred, the data is disclosed to the next exhibition organiser.

## **7. Data retention periods**

Personal data is retained permanently.

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

The data is obtained directly from the data subject or from their appointed representative.