



Description of file

EU General Data Protection Regulation (2016/679)

23 September 2020

## **Helsinki Philharmonic Orchestra resource planning data file (OPAS)**

**Contains the performances and works database.**

### **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**

General Manager of the Helsinki Philharmonic Orchestra

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

#### **Job title**

Administration Manager/Helsinki Philharmonic Orchestra

#### **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 is artistic planning, scheduling, maintenance of the sheet music collection, reporting related to royalty payments, collection of historical data, calculation of fees and budgeting.

### **Legal grounds for processing**

The legal basis for processing is Article 6(1)(b) and (c) 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.

Processing is necessary for compliance with a legal obligation to which the controller is subject.

### **Essential legislation**

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

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

Identifying information and contact details of the data subject, pictures of identifiable persons. Identifying information and contact details of persons involved in the use and production of collections. Identifying information and contact details of persons associated with cultural environments.

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

Personal data is disclosed with limitations to customers in the museum premises under the supervision of the staff.

A limited part of the data is transferred to the Finna service ([www.finna.fi](http://www.finna.fi)) and from there to the Helsinkiphotos.fi service ([www.helsinkikuvia.fi](http://www.helsinkikuvia.fi)).

## **7. Data retention periods**

Collection data is retained permanently.

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

Personal data is obtained as part of the collection procurement directly from the donor/owner or from their representative.