



Description of file

EU General Data Protection Regulation (2016/679)

23 September 2020

Library services client workstation and printing data file

1. Controller

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

2. Person responsible for the data file

Job title

Head of Data Administration

3. Data file contact person

Job title

Project Manager, ICT Services

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 the data file is to process personal data related to the booking of library client workstations and printing management.

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)
- Public Libraries Act (1492/2016)

5. Data content of the file

The library card number, e-mail address, telephone number, date of birth and name of the data subject are recorded in the data file. The data file contains system-related information, such as print quota and reservations.

6. Regular disclosure of personal data

No regular data disclosures, including outside the EU or EEA.

7. Data retention periods

Data is retained for three years after the last use.

8. Sources of personal data

Personal data is obtained directly from the data subject and from the library system customer register.