



Description of file

EU General Data Protection Regulation (2016/679)

23 September 2020

Library services' home library customer 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

Director of Regional Library Services

3. Data file contact person

Job title

Special Librarian

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 is to manage the customer data of the home library service. The data file collects personal data necessary for the borrowing process via the library's home service: loan control, material transportation, recording of material requests and statistics.

Legal grounds for processing

The legal basis for the data file is Article 6(1)(a) and (c) 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. 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 (1050/2018)
- Public Libraries Act (1492/2016)

5. Data content of the file

The following data on the data subject is recorded in the data file: name, personal identity code, address, telephone number, e-mail address, possible door code, contact person, customer number and library card number.

- The following data is recorded in the data file:
- gender and native language for statistical purposes
- customer profile including material and special requests
- route details
- comment field for the driving list.

Data on an institution or other entity is recorded in a corresponding manner.

6. Regular disclosure of personal data

Data is not disclosed to external parties, including outside the EU or EEA.

7. Data retention periods

Personal data is retained for the duration of the customer relationship. Personal data is deleted at the end of the customer relationship.

8. Sources of personal data

Personal data is obtained directly from the data subject or from a person authorised by the data subject when registering as a home service customer.

The data can be checked in the Population Information System.