



Description of file

EU General Data Protection Regulation (2016/679)

23 September 2020

Volunteer work data file

1. Controller

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

2. Person responsible for the data file

Job title

Administration Manager

3. Data file contact person

Job title

Development Specialist

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

Organisation of volunteer work:

- necessary contact details of the volunteer
- necessary information on the skills of the volunteer
- order information for volunteer work, such as a task description and the skills required for the task.

If needed:

- necessary information regarding the volunteer work client's assignment
- necessary and only absolutely necessary health information with pictograms regarding the volunteer work client's assignment.

The data file also ensures that the group accident insurance taken out by the city is valid for all volunteers. The data of a volunteer must be deleted from the data file when they announce that they will stop volunteering.

Legal grounds for processing

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

Data to be collected:

- Personal data of the volunteer: name and contact information

- Personal data of the volunteer work client: name and contact information.
- Requirements related to the task and task description.

If necessary:

- Client's limited health information with pictograms only when the health information is relevant and necessary for the volunteer work.
- Expertise and skills of the volunteer.

6. Regular disclosure of personal data

The information in the data file is confidential. It is disclosed only with the explicit consent of the data subject or on a statutory basis.

7. Data retention periods

The data of a volunteer is deleted from the data file when they announce that they will stop volunteering.

8. Sources of personal data

Data is obtained from the volunteer by interviewing and entering into a written agreement with them.

Data received from the volunteer work client comes either from the client or from the person placing the order (family member, friend or managing body) by a mandate given by the client.