



Description of file

EU General Data Protection Regulation (2016/679)

3 October 2022

## **Youth Services' planned support**

### **1. Controller**

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

### **2. Person in charge of the register**

#### **Title**

Northern Youth Work, Head of Division

### **3. Contact person for the register**

#### **Title**

Planner, Northern Youth Work

#### **Contact information**

City of Helsinki, Registry Office, P.O. Box 10 (Pohjoisesplanadi 11–13), FI-00099 City of Helsinki

## **4. Purposes of the processing of personal data and the legal grounds for the processing**

### **Purposes of the processing**

The purpose of the data file is to process personal data related to customer relationships of the planned support provided by Youth Services. The data is used for customer relationship management, administration and development, analysis and statistics.

### **Legal grounds for the 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)
- Youth Act (1285/2016)

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

Data subject:

- Identifying information and contact details of the young person (name, date of birth, telephone number, address and other contact information)
- Guardian's identifying information and contact details
- Contact details of the contact person indicated by the young person
- Name and contact details of the party having counselled the young person
- Information necessary for planned support on the young person's situation, support needs and objectives and their realisation
- Possible further measures
- Name, telephone number, email and organisation of the responsible youth worker

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

No data disclosures, including outside the EU or EEA.

## **7. Data storage periods**

Personal data is retained for the duration of the customer relationship and if it is necessary for the operations (renewed customer relationship, follow-up), at the latest one year after the end of the customer relationship.

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

The data in the file is obtained from the data subjects, their guardians and the young person's support network (e.g. school student care), provided that the young person who is the customer and his or her guardians have given their consent.