



Description of file

EU General Data Protection Regulation (2016/679)

23 September 2020

## **Youth services summer job voucher data file**

### **1. Controller**

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

### **2. Person responsible for the data file**

#### **Job title**

Western Youth Work Head of Division

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

#### **Job title**

Development Specialist, Development Services, Culture and Leisure  
Youth Secretary, Youth Services, Culture and Leisure

#### **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 data file enables the use of the summer work voucher as a tool for employing young people and collects research data on it (e.g. jobs and utilisation rate of the voucher).

### **Legal grounds for processing**

The legal basis for processing is 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)

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

Data subject's name, postal code, school and telephone number and the contact person of the company. In addition, employment contract and salary data.

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

No data disclosures, including outside the EU or EEA. Anonymised data may be disclosed for research purposes.

## **7. Data retention periods**

Compensation application for reimbursement, i.e. the completed summer voucher form, is retained for 5 years after the year of use. The appendices to the application, i.e. copies of the employment contract and salary data, are destroyed immediately after the year of use.

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

Personal data is obtained directly from the data subject, from the employer and from the Finnish Business Information System (YTJ).