

File description

1. Name of the register	City of Helsinki Trainings Management System
2. Controller	City Board. The controller duties have been delegated to the Human Resources Director. (Helsinki City Board decision 20 April 2020, § 247)
3. Person in charge of the register	City Executive Office / Human Resources Director
4. Contact person for the register	City Executive office / ICT trainings expert
	<p>Contact information: City of Helsinki Registry P.O.B. 10 (Pohjoisesplanadi 11–13) 00099 City of Helsinki</p>
5. Purpose of the processing of personal data and legal grounds for the processing	<p>Management of the data of people who have participated in courses and events arranged by the City's central administration, divisions and city companies.</p> <p>Legal grounds for the processing: Article 6, paragraph 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</p> <p>Article 6, paragraph 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</p> <p>Essential legislation: EU General Data Protection Regulation (679/2016) Data Protection Act (1050/2018) Act on the Openness of Government Activities (759/2004)</p>
6. Data content of the register	<p>The data subject's identification information and contact information and, in case of wellness trainings, the personal identity code and occupational health nurse.</p> <p>Additionally, some parts of evaluation and feedback data, answers to questionnaires and contact notes.</p>



7. Regular disclosure of personal data	If the data subject has signed up, but does not show up for the event, this can be reported to the person's supervisor. The name, date of birth, home address and e-mail will be disclosed to the rehabilitation subject, and the name and the date of birth to the occupation health. Data contained in the register is not transferred outside the EU or the EEA.
8. Data storage periods	Five years or until the end of the employment relationship (a later date).
9. Sources of personal data	The personal data is acquired from the City of Helsinki personnel administration's register