



Privacy notice

EU General Data Protection Regulation (2016/679), Articles 13 and 14

Client, stakeholder and marketing communications privacy notice (Employment Services Enterprise)

Controller

City of Helsinki/Employment Services Enterprise Board.

According to the Employment Services Enterprise Board's decision 2.1.2025 § 6 regarding the competence related to the duties and tasks of the controller, the person in charge of the register is the Managing Director.

Why do we process your personal data?

The purpose of processing personal data is to target communications and marketing to the clients and stakeholders of employment services and to collect the required data of the participants and organisers for the purpose of organising events. The register contains contact information directories, registration lists and mailing lists.

Legal basis for 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;

- Article 6(1)(e) of the EU General Data Protection Regulation: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- 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.

Key legislation

- EU General Data Protection Regulation (679/2016)
- Data Protection Act (1050/2018)
- Act on the Openness of Government Activities (621/1999)

Which personal data do we process?

The identifying data and contact information of the data subjects and possible stakeholder information.

How do we collect personal data?

The data is primarily retrieved directly from data subjects. The data required for HR communications is retrieved from the personnel register. If there is a need to carry out joint communications or marketing, contact information may be exported from other registers.

To whom do we disclose your personal data?

We do not disclose your personal data to anyone.

Processors of personal data

The data is processed by Employment Services and there are no external processors of personal data.

Is your personal data transferred outside the EU or EEA?

By default, the City of Helsinki ensures that your personal data is processed within the EU or the EEA. However, in some cases, the City's services or functions may also be implemented by a service provider located somewhere else, by using services and servers. In such a case, your personal data may also be transferred to a location outside the EU or the EEA, such as the United States. The General Data Protection Regulation sets strict criteria for transferring data to countries whose legislation concerning the processing of personal data deviates from the requirements of European data protection legislation. In such cases, the City of Helsinki commits to adhering to the requirements set for an adequate level of personal data protection and, where applicable, commits its system suppliers and service providers to adhering to similar data protection obligations, as prescribed in data protection legislation.

How long do we retain your data?

The data is retained for as long as the data is being used actively. Data collected on the basis of consent is deleted once the consent is no longer valid.

Automated decision-making and profiling

We will not use your data for automated decision-making or profiling.

Rights concerning the processing of your personal data

The rights of data subjects and instructions on how to exercise them can be found at:

<https://www.hel.fi/en/decision-making/information-on-helsinki/data-protection-and-information-management/data-protection/rights-of-data-subjects-and-exercising-these-rights>

Right of access (Article 15)

You have the right to know whether your personal data is processed and what data is stored about you. The City of Helsinki will provide you with the information without undue delay, at the latest within one month of receiving the request. If necessary, this period may be extended by a maximum of two months if the request is of exceptional scope and complexity. If the time limit is extended, the City will inform the person requesting the information of this within one month of receiving the request, as well as of the reasons for the delay.

Right to rectification (Article 16)

You have the right to demand that the City rectify inaccurate and incorrect personal data concerning you without undue delay. In addition, you have the right to the supplementation of incomplete data. Any incompleteness of the data will be resolved by taking into account the purpose of the processing of the personal data in the register. If the City does not accept the person's demand for rectification, it will issue a written statement stating the reasons why the demand was not accepted. The possibility of lodging a complaint with a supervisory authority and of seeking other remedies will also be mentioned with the statement.

Right to erasure, right to be forgotten (Article 17)

For example, if the processing of data has been based on the person's consent and the person withdraws their consent, the person has the right to have their data erased, i.e. to be forgotten. If the City does not accept the person's demand for erasure, it will issue a written statement stating the reasons why the demand was not accepted. The possibility of lodging a complaint with a supervisory authority and of seeking other remedies will also be mentioned with the statement. The right to erasure does not exist if the processing is based on compliance with the City's

statutory obligation, or it is related to the performance of a task carried out in the public interest or the exercise of public authority vested in the City.

Right to restriction of processing (Article 18)

In certain situations, a person may have the right to request that the processing of their personal data be restricted until their data has been duly checked and corrected or supplemented. Such situations include a person denying the accuracy of their data, in which case the processing of their data is restricted for the period it takes the City to check their accuracy.

Right to data portability (Article 20)

A person has the right to transfer their personal data from one controller to another if they have themselves provided the controller with their personal data, and the processing of the data is based on consent or a contract, and the processing is carried out automatically. This right does not apply to processing that is necessary for the performance of a task carried out in the public interest or in the exercise of an official authority vested in the City.

Right to object (Article 21)

A person has the right to object at any time on grounds related to their personal situation to the processing of their personal data where the processing is based on the performance of a task carried out in the public interest or in the exercise of an official authority vested in the City. In this case, the data may continue to be processed only if there is a substantial and justified reason for the processing that can be demonstrated by the City. The processing may also continue if the processing is necessary for the establishment, exercise or defence of legal claims. The right to object does not exist when personal data is processed based on other grounds, such as the fulfilment of a statutory obligation.

Right to lodge a complaint with an authority (Article 77)

You have the right to lodge a complaint with the supervisory authority if you consider the processing of personal data concerning you to infringe the EU General Data Protection Regulation (EU) 2016/679. You also have the right to exercise other administrative and judicial remedies.

[Office of the Data Protection Ombudsman](#)

Street address: Lintulahdenkuja 4

Postal address: PO Box 800, 00531 Helsinki

Email: tietosuoja@om.fi

Switchboard: +358 29 56 66700

How can you contact us regarding questions related to data protection?

In matters related to data protection, contact the Helsinki Employment Services' lawyer (Employment Services Enterprise).

Person in charge

Employment Services Enterprise/Managing Director.

According to the Employment Services Enterprise Board's decision 2.1.2025 § 6 regarding the competence related to the duties and tasks of the controller, the person in charge of the register is the Managing Director.

Contact information

City of Helsinki

Contact information

Email address: helsinki.kirjaamo@hel.fi

Postal address: PO Box 10

00099 CITY OF HELSINKI

Street address: Pohjoisesplanadi 11–13

Tel.: +358 9 310 13700

The opening hours of the Register Office are Monday to Friday 8.15–16.00.

KEHA Centre: tietosuoja.keha@ely-keskus.fi

Data Protection Officer contact information

Data Protection Officer of the City of Helsinki

tietosuoja@hel.fi

+358 9 310 1691 (switchboard)

This privacy notice was updated on 13 December 2024.