



Privacy policy

EU General Data Protection Regulation (2016/679)

1 March 2023

## **Ohjaamo operations**

### **1. Controller**

Helsinki City Board

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

#### **Title**

City Executive Office / Head of Employment Services

In accordance with Section 182 of the City Board's Decision on 7 March 2022 concerning the responsibilities and tasks related to the controllership, the person responsible for the register shall be the Head of Employment Services appointed by the Director of Economic Development.

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

#### **Title**

Service Manager in charge of Ohjaamo operations, City Executive Office / Employment services

## **Contact information**

City of Helsinki, Registry Office, Box 10 (Pohjoisesplanadi 11-13) 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 processing of personal data in the register is to direct the client of Ohjaamo Helsinki to the services that they need by making an appointment or a contact on behalf of the client and by disclosing the client's contact information to the organiser of the service, in order to ensure a smooth flow of information. The service may pertain to employment, education, livelihood, housing or health or some other matter brought up by the client.

### **Legal grounds for the processing**

The processing of personal data is based on Article 6, point 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)
- Act on the Openness of Government Activities (621/1999)

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

The personal data processed in the register are the name of the data subject, personal identity code, address, telephone number, e-mail address and a brief description of the cause for the appointment and/or contact request.

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

Personal data are disclosed in accordance with the consent given by the data subject for service coordination, making appointments and contacts.

The data in the register will not be disclosed to parties outside the EU or the EEA.

## **7. Data storage periods**

The data are stored for three (3) months.

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

The data are obtained from the data subject.