



Description of file

EU General Data Protection Regulation (2016/679)

23 September 2020

## **Collection management data file of the City Museum**

### **1. Controller**

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

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

#### **Job title**

Museum Director

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

#### **Job title**

Curator, Picture Collections

#### **Contact information**

City of Helsinki, Registry Office, P.O. Box 10 (Pohjoisesplanadi 11–13), FI-00099 City of Helsinki, e-mail [kuvakokoelmat@hel.fi](mailto:kuvakokoelmat@hel.fi)

## **4. Purpose and legal grounds for processing personal data**

### **Purpose of processing**

The purpose of the data file is to manage the collection information and cultural environmental information of the City Museum and convey it to customers.

### **Legal grounds for processing**

Article 6(1)(c) of the EU General Data Protection Regulation: processing is necessary for compliance with a legal obligation to which the controller is subject.

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.

### **Essential legislation**

- EU General Data Protection Regulation (679/2016)
- Data Protection Act (1050/2018)
- Museums Act and Decree (729/1992)
- Act on the Protection of the Built Heritage (498/2010)
- Antiquities Act (295/1963)

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

Identifying information and contact details of the data subject, pictures of identifiable persons. Identifying information and contact details of persons involved in the use and production of collections. Identifying information and contact details of persons associated with cultural environments.

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

Personal data is disclosed with limitations to customers in the museum premises under the supervision of the staff.

A limited part of the data is transferred to the Finna service ([www.finna.fi](http://www.finna.fi)) and from there to the Helsinkiphotos.fi service ([www.helsinkikuvia.fi](http://www.helsinkikuvia.fi)).

## **7. Data retention periods**

Collection data is retained permanently.

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

Personal data is obtained as part of the collection procurement directly from the donor/owner or from their representative.