



Description of file

EU General Data Protection Regulation (2016/679)

23 September 2020

## **The library's Reading Coach Junior service data file**

### **1. Controller**

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

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

#### **Job title**

Director of Regional Library Services

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

#### **Job title**

Pedagogical Information Specialist of the Central Major District

#### **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 purpose of the data file is to enable the library's Reading Coach Junior service. With the help of personal data collected in the data file, reading coaches can contact customers who have ordered coaching or their guardians and conduct reading coaching based on the customer's personal reading preferences.

### **Legal grounds for processing**

The legal basis 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)
- Public Libraries Act (1492/2016)

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

Data subject: first name and e-mail address.

In order to ensure the success of reading coaching, information is also collected on reading preferences and on the age group the customer wants the books to be aimed at. The customer may also freely describe their special wishes or, for example, restrictions related to reading.

In the case of the youngest data subjects, the e-mail address often belongs to the guardian.

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

No data disclosures, including outside the EU or EEA. Anonymous disclosures for statistical purposes.

## **7. Data retention periods**

Personal data is retained until the end of the calendar year during which the reading coaching has been completed.

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

Personal data is obtained directly from the data subject or from their guardian.