

PRIVACY STATEMENT



Edited on
3 April 2020

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1 Name of the register	Meal user register of Enterprise Porvoon tilapalvelut (Meal user register for distance learning participants)						
2 Data controller	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Name</td> <td>City of Porvoo, Enterprise Porvoon tilapalvelut</td> </tr> <tr> <td style="font-size: small;">Address</td> <td>Tekniikankaari 1 A, FI-06100 PORVOO</td> </tr> <tr> <td style="font-size: small;">Other contact information (e.g. telephone during office hours, email address)</td> <td></td> </tr> </table>	Name	City of Porvoo, Enterprise Porvoon tilapalvelut	Address	Tekniikankaari 1 A, FI-06100 PORVOO	Other contact information (e.g. telephone during office hours, email address)	
Name	City of Porvoo, Enterprise Porvoon tilapalvelut						
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3 Person responsible for the register	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Title</td> <td>Board of Enterprise Porvoon tilapalvelut</td> </tr> </table>	Title	Board of Enterprise Porvoon tilapalvelut				
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4 Person to contact in matters related to the register	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Title</td> <td>Managing Director</td> </tr> <tr> <td style="font-size: small;">Address</td> <td>Tekniikankaari 1 A, FI-06100 PORVOO</td> </tr> <tr> <td style="font-size: small;">Other contact information (e.g. telephone during office hours, email address)</td> <td>ruokapalvelu@porvoo.fi</td> </tr> </table>	Title	Managing Director	Address	Tekniikankaari 1 A, FI-06100 PORVOO	Other contact information (e.g. telephone during office hours, email address)	ruokapalvelu@porvoo.fi
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Address	Tekniikankaari 1 A, FI-06100 PORVOO						
Other contact information (e.g. telephone during office hours, email address)	ruokapalvelu@porvoo.fi						
5 Data Protection Officer of the City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Title</td> <td>Data Protection Officer</td> </tr> <tr> <td style="font-size: small;">Address</td> <td>Raatihuoneenkatu 9, FI-06100 Porvoo</td> </tr> <tr> <td style="font-size: small;">Other contact information (e.g. telephone during office hours, email address)</td> <td>tietosuojaavastaava@porvoo.fi</td> </tr> </table>	Title	Data Protection Officer	Address	Raatihuoneenkatu 9, FI-06100 Porvoo	Other contact information (e.g. telephone during office hours, email address)	tietosuojaavastaava@porvoo.fi
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Address	Raatihuoneenkatu 9, FI-06100 Porvoo						
Other contact information (e.g. telephone during office hours, email address)	tietosuojaavastaava@porvoo.fi						

6 Storage duration for personal data in the register	The data in the register will be stored for as long as education is primarily organised as distance learning. The register will only include customers of Porvoo's education operations who are meal users/customers of Porvoo's meal services at the time.
7 Purpose and legal basis for processing personal data	The customer's data in the register will be used to plan, implement, monitor, evaluate and compile statistics on the customer's diet/special diet.
8 Data included in the register	The customer's basic information will be compiled into the register. Basic information includes first name, last name, school, class, phone number and dietary information.
9 Regular sources of data	The customer will enter the data by themselves.
10 Regular data transfers	Data will not be transferred to other parties.
11 Data transfers outside the EU or EEA	Data will not be transferred outside the EU or EEA.
12 Protection principles of the register	<p>A Manual data Potential manual data will be protected by locking the doors. In the operative premises, documents will be stored in supervised facilities and/or lockable cabinets.</p> <p>B Data processed through automated systems The data in the register stored on automated systems has been secured so that only authorised personnel are able to view it. The use of data systems is supervised. The systems can only be accessed with a username and password.</p>
13 Possibility of automated decision-making	No automated decision-making.

14 Right of access	The data subject is entitled to receive information about the processing of their personal data and to inspect their own personal data. The forms for requesting access to the data, corrections to the data or removal of the data are available at Kompassi, Rihkamatori B, FI-06100 Porvoo and at www.porvoo.fi/tietosuoja
15 Right to rectification	The data controller shall, without undue delay, independently or when requested by the data subject, correct, remove or complete any personal data which is incorrect, unnecessary, incomplete or outdated for the purposes of the processing. If any incorrect, unnecessary or incomplete data is observed in the register, the data can be corrected or removed. The changes shall be done in such a way that the register will include information about the corrections made, the person who made them and the date on which they were made, and the original entry can also be viewed after the changes. The customer shall submit a written correction request to the unit in which the entry has been made. If the customer's request for correction is not approved, a statement regarding the rejection shall be provided, with the grounds for refusing the correction included. The statement shall include instructions for taking the matter to the Data Protection Ombudsman.
16 Withdrawing the data subject's consent	The data subject may at any time withdraw their consent concerning their data in the register or the processing of the data. The request must be made in writing to the contact person for the register.
17 Other rights of the data subject concerning the processing of personal data	The data in the register will not be used for direct advertising, remote sales or other direct marketing or market or opinion research, person registers or genealogical studies.
18 Right to file a complaint with a supervisory authority	If the data controller does not approve the data subject's request for correcting the data, it must provide a written statement on the matter. The statement shall also include the grounds for not approving the request. The data subject may take the matter to the Data Protection Ombudsman.
19 Other information	This privacy statement can be seen on the City's website.
20 Register administration	