

PRIVACY STATEMENT



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1 Name of the filing system	Filing system of the City of Porvoo's Digital Services
2 Data controller	Name City of Porvoo, City Board
	Address Raatihuoneenkatu 9, FI-06100 Porvoo
	Other contact information (e.g. telephone during office hours, email address) https://www.eporvoo.fi/fi-FI/hallinto-ja-paatoksenteko/ (in Finnish)
3 Person responsible for the filing system	Job title Development Manager
4 Person to contact in matters related to the register	Job title Development Manager
	Address Raatihuoneenkatu 9, FI-06100 Porvoo
	Other contact information (e.g. telephone during office hours, email address) https://www.eporvoo.fi/fi-FI/hallinto-ja-paatoksenteko/ (in Finnish)
5 Data Protection Officer of the City	Job title City Lawyer
	Address Raatihuoneenkatu 9, FI-06100 Porvoo
	Other contact information (e.g. telephone during office hours, email address) tietosuojavastaava@porvoo.fi

<p>6</p> <p>Storage duration for personal data in the filing system</p>	<p>The Digital Services are used to provide data subjects with access to the full cycle of City services. The decision information in the services is stored in accordance with the Archives Act.</p>
<p>7</p> <p>Purpose and legal basis for processing personal data</p>	<p>The City of Porvoo's Digital Services are public Internet services administered by the City. The data on the registered users of the services constitute a personal data filing system. The purpose of the filing system is to provide the preconditions for customer-oriented customer relationship and service management in terms of the end user and the City's operations.</p> <p>Personal data is needed for identifying customers and managing customer relationships. Users of the services are identified using a certificate card, online banking credentials or mobile certificate (Suomi.fi e-Identification) or a username/password combination created by the customer.</p> <p>A business customer's authorisation is verified based on the Digital and Population Data Services Agency's authorisations and the Finnish Patent and Registration Office's register based on their business ID.</p> <p>The data in the filing system is used for the monitoring, evaluation, planning and invoicing of the controller's own activities.</p> <p>Customer data may be used by parties participating in the implementation of the services. Individual employees are granted access rights to the data in the customer filing system only to the extent required for their work tasks.</p>
<p>8</p> <p>Data included in the filing system</p>	<p>The filing system of the Digital Services consists of personal and business data and information related to service matters. The filing system may include personal and business data that have been deemed non-disclosable.</p> <p>User identifying information: personal identity code (if necessary), first and last name, email address and information provided by the person themselves.</p> <p>The business filing system contains data on business customers (Business Information System): business ID, company name, address information, main line of business, and information provided by the company itself.</p>
<p>9</p> <p>Regular sources of data</p>	<p>Personal data is obtained from the Digital and Population Data Services Agency in connection with user identification (suomi.fi). Contact information is obtained from registered customers themselves.</p> <p>Companies' basic information is retrieved from the Business Information System, authorisations are checked from Suomi.fi e-Authorizations.</p>
<p>10</p> <p>Regular data transfers</p>	<p>Personal or other data in the filing system on customers and companies is not regularly transferred to third parties.</p>

<p>11</p> <p>Data transfers outside the EU or EEA</p>	<p>No data is transferred outside of the European Union or the European Economic Area (Privacy Shield – Microsoft).</p>
<p>12</p> <p>Protection principles of the filing system</p>	<p>The user interface is protected with Suomi.fi e-Identification or a username/password combination.</p> <p><small>B Data processed through automated systems</small></p> <p>The data stored in the filing system has been secured so that only authorised personnel are able to access them. The use of data systems is supervised. The systems can only be accessed with a username and password.</p>
<p>13</p> <p>Possibility of automated decision-making</p>	
<p>14</p> <p>Right of access</p>	<p>Data subject access requests must be submitted in writing to the controller, and the person submitting the request must prove their identity and thus their right of access.</p> <p>Further instructions (in Finnish): https://www.porvoo.fi/tietosuoja</p>
<p>15</p> <p>Right to rectification</p>	<p>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.</p> <p>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.</p> <p>https://www.eporvoo.fi/fi-FI/hallinto-ja-paatoksenteko/ (in Finnish)</p>
<p>16</p> <p>Withdrawing the data subject's consent</p>	<p>The data subject may at any time withdraw their consent concerning their data in the filing system or the processing of the data.</p> <p>Further instructions (in Finnish): https://www.porvoo.fi/tietosuoja</p>
<p>17</p> <p>Other rights of the data subject concerning the processing of personal data</p>	

<p>18</p> <p>Right to file a complaint with a supervisory authority</p>	<p>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.</p>
<p>19</p> <p>Other information</p>	<p>Privacy statement on the City's website (in Finnish): https://www.porvoo.fi/asiointi-ja-paatoksenteko/neuvonta-ja-asiointi/tietosuoja/tietosuojaselosteet/</p>
<p>20</p> <p>Filing system administration</p>	<p>According to the City Board's decision, the data controller of the City of Porvoo's Digital Services is the development manager.</p> <p>The person in charge of the filing system is responsible for:</p> <ul style="list-style-type: none"> - the definition of the data content and purpose of the filing system - the principles and procedures by which access rights are granted, the data subject is informed, the right of access is realised, data are rectified and data are disclosed - the preparation of the privacy statement.