

PRIVACY STATEMENT

(EU General Data Protection Regulation, Article 30; Personal Data Act (523/1999), sections 10 and 24)

1. Name of data file

Data files concerning the Sámi Parliament's customers, government grant recipients, elected officials, HR and payroll administration, and stakeholders

2. Controller

Name	Sámi Parliament
Address	Menesjärventie 2, 99870
Business ID	1052535-3
Contact person	Executive Director Pia Ruotsala-Kangasniemi
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Tel.	+358 40 726 2688
Data Protection Officer	Legal Secretary Kalle Varis
Email	kalle.varis[at]samediggi.fi
Tel.	+358 50 384 7040

3. Purpose and legal basis of the processing of personal data

The purpose of processing personal data in the *contract customer file* is the management of the leases, business and customer relationships of the Sámi Cultural Centre Sajos. This also includes the sales and marketing of services. The customer data file in accounts receivable is generated from the customer data found in invoicing systems.

The purpose of processing the personal data of *government grant applicants and recipients* is the management of the applications, use and monitoring of the government grants issued to the Sámi Parliament in compliance with the financing decisions and the Act on Discretionary Government Transfers.

With regard to *elected officials*, the processing of personal data is based on the consent of the elected officials. Personal data necessary for discharging the duties of elected officials is collected from the elected officials for the purposes of communication, mailing agendas and other material, as well as the payment of meeting fees and travel expenses. The organs of the Sámi Parliament are provided for in the Act on the Sámi Parliament and the Parliament's rules of procedure.

In *HR administration and payroll computation*, the purpose of processing personal data is exercising the statutory duties of employers. The most typical uses of the data include payroll computation and salary payment, the storage of data affecting pensions, the payment of withholding tax, and the calculation of employee benefits. Only the data required for carrying out the above-mentioned tasks is recorded in the system.

With regard to *job applicants*, the purpose of processing personal data is the management of the recruitment process. Job applications are saved manually. Applications are typically made for a specific position by the applicants themselves. In the employee recruitment process of the Sámi Parliament, the persons responsible for accepting applications and making the selection (the Administrative Secretary or their deputy) process personal data related to recruitment. Only the data

needed by the Sámi Parliament as an employer in various stages of the recruitment process is entered into the data file. The data is processed in compliance with the provisions on the protection of privacy in working life.

The purpose of processing the data in the file concerning *stakeholders* is stakeholder communications, for which the contact details of journalists and other stakeholders are kept in the file. Stakeholder data is stored in electronic format, and the data file is secured with usernames and passwords. The data file does not contain sensitive data as referred to in the EU General Data Protection Regulation.

Acts affecting the processing of data by the Sámi Parliament:

The provision of the Constitution of Finland on the protection of privacy (731/1999)

EU General Data Protection Regulation (GDPR, EU 2016/679)

Act on the Sámi Parliament (974/1995)

Sámi Language Act (1086/2003)

Archives Act (Arkistolaki, 831/1994)

Decree on the Openness of Government Activities and on Good Practice in Information Management (1030/1999)

Withholding Tax Act (Ennakkoperintälaki, 1118/1996)

Administrative Procedure Act (434/2003)

Personal Data Act (523/1999)¹

Public Sector Pensions Act (Julkisten alojen eläkelaki, 81/2016)

Accounting Act (1336/1997)

Act on Equality between Women and Men (609/1986)

Act on Tax Assessment Procedure (Laki verotusmenettelystä, 1558/1995)

Act on the Public Disclosure and Confidentiality of Tax Information (1346/1999)

Act on the Openness of Government Activities (621/1999)

Act on Cooperation in Government Agencies and Institutions (Laki yhteistoiminnasta valtion virastoissa ja laitoksissa, 1233/2013)

Act on the Protection of Privacy in Working Life (759/2004)

Personnel Register Act (Nimikirjalaki, 1010/1989)

Act on the Protection of Privacy in Electronic Communications (516/2004)

Employees Pensions Act (395/2006)

Employment Contracts Act (55/2001)

Workers' Compensation Act (459/2015)

Act on Public Officials in Central Government (750/1994)

Annual Holidays Act (162/2005)

Non-Discrimination Act (1325/2014).

4. Categories of data subjects and the categories of personal data connected to them

The following data is collected on the elected officials of the Sámi Parliament:

- Name
- Address
- Telephone number
- Email address
- Bank account number

The following data is collected on Sámi Parliament employees:

- Name
- Personal identity code
- Address
- Telephone number
- Email address

¹NOTE (10 August 2018): The Personal Data Act will remain in force until repealed by the Data Protection Act (government proposal currently in committee reading).

- Bank account number (IBAN) and BIC code of foreign accounts
- Preferred language
- Possible retirement
- Absences
- Trade union membership
- Taxation information

The following data is collected on job applicants:

- Name
- Education
- Employment history
- Language skills
- Courses and other information reported by the applicant which affects the performance of their duties.

The following data is collected on the contract customers of the Sámi Parliament:

- Name
- Address
- Telephone number
- Email address
- Personal identity code / Business ID
- Services ordered by the customer
- Billing address
- Invoice amount, due date and invoice statuses

The following data is collected on government grant recipients:

- Applicant's official name
- Business ID
- Contact person's name, title/position and contact details
- Municipality's bank account number
- Purpose of use
- Grant amount
- Name and position (supervisor) of the person with authority to sign

The following data is collected on the applicants for and recipients of culture grants:

- Name
- Position or profession
- Address
- Telephone number
- Email address
- Purpose of the grant

The following data is collected on stakeholders:

- Name of the stakeholder's representative
- Employer
- Email address

5. Recipients or categories of recipients of personal data

The data of applicants and contract customers is not disclosed to third parties. The personal data of individual employees is disclosed as bulk transfers to the Tax Administration and pension insurance institution by virtue of the above-mentioned Acts. Certain basic personal data, such as the person's name, job title, etc. is disclosed to the occupational health care information system (MedInari oy, Lappica oy) for the provision of occupational health care services. If the elected official has given their consent, their contact details are published on the Sámi Parliament's website. No other data is disclosed. Information on collected trade union membership fees is disclosed to the trade union by virtue of a power of attorney issued by the employee.

The basic personal data of elected officials or employees is disclosed to hotel service providers, airlines, charter traffic service providers or travel agencies for the arrangement of work-related travel.

The basic personal data of government grant recipients is disclosed to the funding provider in connection with the government grant report in accordance with the Act on Discretionary Government Transfers.

The data of contract customers and stakeholders is not disclosed to third parties.

6. Transfer of personal data to third countries

No data is disclosed from the file outside the European Union or European Economic Area.

7. Envisaged time limits for erasure of the different categories of data

Personal data is kept for as long as necessary for their purpose of use, taking into account the storage periods provided for in legislation, such as the Consumer Protection Act, Accounting Act and Withholding Tax Act. The data in the elected officials register is kept permanently.

The personal data of employees is kept for as long as necessary according to the purpose of the data. The applications of persons appointed to positions and persons with permanent employment contracts are kept for the duration of employment. The applications of those not selected will be kept for two (2) years.

The personal data and education data of permanent staff is kept permanently. Certificates of appointment are kept for the duration of service + 10 years. Employment contracts are kept for the duration of their validity + 10 years. Trainee contracts are kept for 5 years. Documents related to pension applications are kept with all their enclosures for two (2) years from the date of the final decision. Early intervention and performance review memorandums are kept for the duration of employment.

Grant applications and their enclosures are kept for five (5) years or the period of time stipulated by the funding provider in its decision.

8. Technological and organisational safeguards

The Sámi Parliament takes into consideration the nature, scope, context and purposes of processing, as well as the potential risks to the rights and freedoms of natural persons, and implements appropriate technological and organisational safeguards to ensure a level of security corresponding to the risk.

The controller's information system and files are protected by the technological safeguards normally used in the organisation's operations. Data files can only be accessed with a personal username and

password, which are only granted to members of the controller's staff whose positions and duties require such access. With regard to physical material, the data file has been secured with access control and by instructing those responsible to always keep the data in locked premises, such as in vaults and/or locked cabinets. The meeting documents of the Sámi Parliament's organs are saved in the Sámi Parliament's cloud service, which is secured with access rights and passwords. Access rights are only granted to members and deputy members of the organ in question, as well as to the official responsible for the organ, the Executive Director and chairpersons. The data is stored on the Sámi Parliament's own server.

The controller's premises in the Sámi Cultural Centre Sajos are equipped with an access control system. All users of the systems are bound by an obligation of confidentiality.

9. Regular sources of data

As a rule, the data is obtained directly from the data subjects.

10. Right of access and right to rectification of data

Data subjects have the right to inspect their personal data stored in the personal data file and the right to demand the rectification or erasure of their data. Requests to this effect should be delivered in person or in writing to the contact person indicated in section .

11. Other rights related to the processing of personal data

Under the GDPR, data subjects have the right to object to processing or request the restriction of processing their data, as well as the right to file a complaint about the processing of their personal data with the supervisory authority.