



Controller	Name HAUS Finnish Institute of Public Management Ltd.
	Address Yliopistonkatu 5, 00100 Helsinki, Finland
	Other contact information (telephone, e-mail address) Switchboard +358 (0)207 180 1, viestinta@haus.fi
Data Protection Officer	Name Matleena Nurmiainen; substitute (from February 27, 2019 onwards) Tuija Salmikannas.
	Address Yliopistonkatu 5, 00100 Helsinki, Finland
	Other contact information (telephone, e-mail address) +358 (0)40 551 7445, matleena.nurmiainen@haus.fi From February 27, 2019 onwards: +358 040 588 2355, tuija.salmikannas@haus.fi
Name of register	<i>Customer register</i>

Purpose of and legal basis for processing personal data	<p>Personal data are processed in order to meet the statutory obligation of the controller, in other words, HAUS. The duty of HAUS defined in the Act on the HAUS Finnish Institute on Public Management Ltd. (944/2010) is to produce training and development services and associated business operations. The basis for processing personal data can be considered to be a legitimate interest. HAUS uses the personal data primarily for the administration of the training it provides and the related communications and customer service.</p> <p>The legal basis for processing your personal data in accordance with the privacy protection legislation depends on what personal data is being processed and the situation in which we collect the data. As a rule, the processing of your personal data is based on one or more of the following legal bases:</p> <ul style="list-style-type: none"> • Processing is required in order to perform the task concerning public interest bestowed upon us as an authority, to enforce public authority or to comply with our statutory obligation. • The processing is required in order for us to execute an agreement with you or, upon your request, to implement procedures preceding the signing of an agreement: these legal bases apply when, for example, providing services to you forms an agreement between us and processing your personal data is necessary for executing the agreement.
Groups of personal data in question	<p>According to Section 3 of the Act, the customers encompass government agencies and institutions, unincorporated state enterprises and extra-budgetary funds. The company's customers also include the Parliament as well as units operating under its auspices, supervision and in connection with it.</p>

	<p>Approximately five per cent of the customers of HAUS represent municipalities, universities, companies or individuals.</p> <p>The personal data to be collected include the name, title, e-mail, organisation, department, postal address, city, postal code.</p>
Source of personal data	<p>The customers themselves or the contact person of the customer's employer.</p>
Any disclosures of personal data and recipients of data	<p>At HAUS, the customers' personal data are processed by training coordinators. The customers' personal data are primarily received in connection with course registration or, alternatively, via the "Update my information" form on the website. The entire personnel of HAUS have access to the customer management system, to which each employee logs in with their personal username and password.</p>
Regular disclosures of information and the transfer mechanism	<p>In order to maintain the customer register, the data is disclosed to system provider eTaika.</p>

Retention period of personal data	As a rule, we retain your personal data only for as long as we have a justified reason to do so, related to our operations, such as carrying out our statutory duties or executing an agreement. We regularly assess the existence of such needs in relation to the personal data we retain, and insofar as we deem that no such needs exist any longer, we delete the personal data from the system or anonymise them, or, if this is not possible (for example, insofar as the data have been stored in backup copy archives), we store them in a secure manner and prevent them from being processed further until the deletion of the data is possible.
Data subject's rights	<p><i>The data subject has the right to:</i></p> <ul style="list-style-type: none"> • <i>Request access to their personal data and to exercise this right at reasonable intervals</i> • <i>Request the rectification or deletion of the data and the right to have their personal data deleted</i> • <i>Request that the processing be limited</i> • <i>Oppose the processing of data</i> <p><i>The requests should be submitted to Data Protection Officer Matleena Nurmiainen, matleena.nurmiainen@haus.fi</i></p> <ul style="list-style-type: none"> • <i>File a complaint with the Data Protection Authority.</i>
Logic of automatic decision-making	No automatic decision-making is used in the processing of personal data.