

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 (0)40 588 2355, tuija.salmikannas@haus.fi
Name of register	Training register
Purpose of and legal basis for processing personal data	<p>The purpose of processing personal data is to provide training.</p> <p>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 HAUS's legitimate interest. We use the personal data primarily for the administration of the training we provide and the related communications and customer service.</p> <p>We only process your personal data insofar as it is necessary with regard to the following purposes:</p> <ul style="list-style-type: none"> • The administration of your attendance to training, including registration, management and reporting of the attendance information • Communication and customer service related to training and other maintenance of our customer relationship • The administration of the training management system, ensuring its functioning, ensuring information security and prevention of misuse

Personal data groups in question	The personal data we process can be divided into the following categories: Data provided by you
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	We may request data from you in connection with training registration or attendance or otherwise related to training events or the associated customer service. Such data may include your contact information, other preliminary information specific to the training event and, with regard to fee-based training, information concerning payment or billing. The disclosure of such information is primarily voluntary. However, please note that disclosing some information may be a prerequisite for us being able to offer you certain training or other service. We will inform you of such mandatory information when the data is being collected. If the contact person of your employer performs the registration on your behalf, the data to be collected are name, title, e-mail address and your department.
Source of personal data	The customers themselves when they register for training. The employer's contact person may also register attendees.
Any disclosures of personal data and recipients of data	Data may be disclosed to the person's employer; e.g. the name of the person who attends training. The trainers may also be given information on the attendees / an attendee list in electronic format (name, title and organisation) to ensure that the planning and implementation of the training event meets the objectives and matches the competence of the attendees as closely as possible. The trainers are obligated to delete the attendee list in a secure manner immediately after the event. Personal data (name, title, organisation and, if needed, e-mail address) may be forwarded to other parties if the training includes, for example, a trip abroad, in which case the person's date of birth is also disclosed to the travel agent. As needed, for example in connection with the residential periods included in training, we ask the attendees to inform us of any special diets and we will forward this information to the service provider.
Regular disclosures of information and the transfer mechanism	For the purpose of newsletter marketing, the data is disclosed to Postiviidakko. For the purpose of print marketing, the data is disclosed to Kopioniini. For the purpose of training billing, the data is disclosed to Norian. For the purpose of feedback surveys, the data is disclosed to Webropol. In order to maintain the training register, the data is disclosed to system provider eTaika.

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 rectification or deletion of data</i> • <i>Request that the processing be limited</i> • <i>Oppose the processing when the data is being processed based on a legitimate interest</i> <p>The requests should be submitted to Data Protection Officer Matleena Nurmiainen, matleena.nurmiainen@haus.fi</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.