

Regional Council of Kainuu data protection and registry key for personal data processing.

## Regional Council of Kainuu registry and data protection key for personal data processing used in mailing lists and services

The key is in accordance with the Personal Data Act (articles 10 and 24 of 523/1999) and the EU General Data Protection Regulation (GDPR). Prepared on 23.5.2018. Last updated on 21.8.2018.

### 1. Registrar

Kainuun liitto, Kauppakatu 1, 87100 Kajaani  
Registry e-mail kirjaamo@kainuunliitto.fi  
Registry phone 040 722 0900.  
Y-tunnus 2496992-4

### 2. Registry contact person

Director of Administration Paula Halonen, paula.halonen@kainuu.fi, 044 4100 728

### 3. Name of registry

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### 4. Legal basis and the purpose of personal data processing, registry's data content, normal sources of information, transfer of data and data projection

We have different registries in use for different purposes.

## A. E-mail mailing lists

We use e-mail mailing lists to inform you about current issues related to the activities, events and meetings of the Regional Council of Kainuu or the programs and projects managed by it. The first name, surname and e-mail address of the recipient are stored in the registry. Addresses are grouped into distribution lists for different purposes. Recipients' information has been obtained for the purpose of performing a person's work or commission of trust, or the person has personally wished to receive mail from us. The information is stored in the e-mail program and can only be accessed by users of the information network managed by Atea, the ICT partner of the Regional Council of Kainuu. The information will not be published anywhere and will not be transferred onward.

If you want to leave a mailing list, please notify the sender of the message or the Regional Council of Kainuu Registry Office, [kirjaamo@kainuunliitto.fi](mailto:kirjaamo@kainuunliitto.fi).

## B. Newsletter

### [Newsletter's data projection and registry key](#)

## C. Recruitment

We use the Kuntarekry-service for recruitment, where job seekers fill in an application form. Information on job applications in the Regional Council of Kainuu is processed only by the director of administration or the registry, who provide a summary of the applicant to the recruiting entity. The applications are kept available to the employer and on the server for the periods specified in Kuntarekry's data protection report. The manual summary and separately received applications from applicants will be kept for 2 years from the validity of the decision and will be discarded thereafter. The application of the candidate selected for the vacancy or commission will be kept permanently. Applicants' first and last names, training abbreviation, and domicile will be provided upon request during the application process.

A summary of the applicants for a vacancy will be provided to the media. The summary includes first name and surname, training abbreviation or qualifications, and domicile. No other information will be disclosed. The name of the person elected to the position will be published in a media release.

[Kuntarekry Privacy Statement.](#)

## D. Regional Council of Kainuu website ([kainuunliitto.fi](http://kainuunliitto.fi))

**Employees:** Contact information for employees is published on the Regional Council of Kainuu's website. The contact information includes first and last name, phone number, e-mail address, photo, and job description. The information is essentially related to carrying out the work duties.

**Trustees:** The names of the individuals selected to hold the position of trust will be published on the website. Positions of trust may include membership in the provincial government, the provincial council, the provincial joint work group or the board of review. The name, political party and municipality will be published on the website and other contact information such as telephone number, e-mail address and address may also be published with written permission. Simultaneously, permission has been sought as to if the address can be passed on. No addresses will be provided for marketing.

The names of the members of the Youth Council will not be published on the website.

**Cookies:** The website uses cookies, which are stored in the memory of the user's web browser. Google Analytics uses cookies to track website traffic. The data is compiled in programmatic method and the data of an individual web reader is not stored. The WordPress publishing platform for websites uses a cookie.

When you open the website, you will be asked for your consent to the use of cookies. You can delete cookies from your web browser settings, but it may impede with your use of the website.

More information about cookies on [TRAFICOM's website](#).

Learn more about the cookies used by [Google Analytics](#).

**Feedback form:** Website has a feedback form. It is mandatory in the feedback form to give the name of the contributor, other information is voluntary. The form will be send to Regional Council of Kainuu's communication and registry, where it is entered if required in the journal and send for specialist handling according to the particular topic.

## **E. Kainuu Arctic Lakeland -website (<https://arcticlakeland.com>)**

Kainuu Artic Lakeland is the landing page of the Kainuu travel areas. No personal data is presented. The website has links to various actors' online stores and each online store is responsible for the personal data ja cookies gathered on their own websites.

## **F. Registration for events using the online form**

We organize seminars, trainings and other events, which can be registered using the online form. In the the online form you need to give your name and contact information and if necessary also e.g. dietary preferences. The information can be used, e.g. to assess the need for the amount of coffee served or to send presentation material. A summary of enrollers can be done and distributed to participants. The data will not be used for any other purpose. After the event and its after-care, the data will be deleted.

## **G. Registry of trustees**

The following information on trustees is collected in the register of trustees: first name and surname, address information and position and length of time in the position. An extract from the trustee is available on request.

## **H. Contact information registry in Dynasty information and case management**

The name and address information of the trustees are stored in the registry. This information forms the lists of members of the trust entities on the basis of which the lists of participants in the management of the meeting are compiled. Only a few people in the registry and administrative services have distinctive maintenance rights to this contact registry.

## **I. Webropol-survey software**

Webropol software is used to make inquiries and receive registrations at the Regional Council of Kainuu. Surveys can be conducted anonymously, in which case the respondent is not identified or if the nature of the survey requires, personal information is asked, usually requesting the following information: name, e-mail address, phone number, workplace name, own address or workplace address, dietary wishes, age group. Personal usernames are required to create surveys and read responses. The staff of the Regional Council of Kainuu has IDs and each author of the survey limits the answers to only himself or herself or, if necessary, also to the working partners or team involved in the survey. In addition to the author of the survey, the administrators (director of administration and communication specialist) have access to the surveys. The data is retained for the time necessary for the query and then deleted.

[Webropol Oy's customer and user register Privacy Statement.](#)

## **5. Inspection rights and right to claim information correction**

Each individual in the registry has the right to check the information stored in the registry and to request the correction of any incorrect information or the completion of incomplete information. If an individual wants to check the data stored about him or her or request a correction, the request must be sent in writing to the registrar. If necessary, the registrar may ask the applicant to prove his or her identity. The registrar will respond to the customer within the timeframe set out in the EU Data Protection Regulation, normally within one month.

## **6. Other rights related to processing of personal data**

A person in the registry has the right to request the removal of his or her personal data from the registry (“right to be forgotten”). The person also have other rights under the EU's general data protection regulation, such as restrictions on the processing of personal data in certain situations. Requests must be sent in writing to the Regional Council of Kainuu, which may, if necessary, ask the applicant the proof-of-identity. The Regional Council of Kainuu will respond to the customer within the time limit set by the EU Data Protection Regulation, normally within one month.

Joining the Regional Council of Kainuu's mailing lists and other services is voluntary, and based on the information provided, no automated decisions will be made and no personal data will be processed for purposes other than those described above. Personal data will not be used or disclosed for direct advertising, distance selling and other direct marketing nor for market and opinion research.