

14 May 2018

GTK/151/00.19/2016

PRIVACY POLICY Juoni case management system

Data controller	Geological Survey of Finland
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	Tel. +358 29 503 0000 gtk@gtk.fi
Contact person in matters related to the register	Armi Helenius
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Contact details of the data protection officer	tietosuojavastaava@gtk.fi
Name of the register	Juoni case management system Data is mainly stored in electronic format. However, if contacting take place in paper format, data will be converted into electronic format by means of scanning and paper documents will be forwarded to the archives of the registry office.
Purpose of and legal grounds for processing personal data – if legal grounds are legitimate interests, define them	Fulfilling the data controller's statutory obligations (article 6.1c), exercising the public authority belonging to the data controller (article 6.1e).

<p>Data content of the register and groups of personal data</p>	<p>Cases processed by GTK, different processing stages and activities and documents.</p> <p>GTK's personnel: Name, contact information, organisation and profit centre or any other user group, title.</p> <p>Party outside GTK that has initiated the case or to which GTK sends document data: Name, contact information, organisation and profit centre or any other use group, title.</p> <p>Personal identity code or other identification of both parties, if its use</p>
	<p>is justified considering case management processes.</p> <p>Juoni also includes folder document management. In the targeted architecture for file-format data management at GTK, background material for management, operational planning and reporting has been set as the operating area of folders. Folders can be freely created in the system to collect document-type material that is closely linked with case management processes in Juoni. Personal data stored in these folders must be identified, and processing rules must be defined when creating folders.</p>

<p>Storage period for personal data or, if this is not possible, criteria for defining the storage period</p>	<p>In the case management system, personal data is saved as part of the case management process in accordance with the Administrative Procedure Act.</p> <p>The storage period of personal data depends on the process or task to which the personal data is related. A record is a register for cases received to be processed by an authority or cases initiated by an authority. Personal data in record cards is stored permanently, because records are stored permanently.</p> <p>Documents attached to record cards are stored or destroyed following the storage period defined in the data control plan.</p>
<p>Regular sources of data</p>	<p>Active Directory user management maintained by Valtori includes user data about GTK employees. In addition, GTK employees can edit their data and cases and documents they process.</p> <p>No regular source of data is available regarding parties outside GTK. Instead, personal data related to each case management process</p>
	<p>is saved manually in record cards.</p>

<p>Recipients of personal data or groups of recipients</p>	<p>Personal data stored in the case management system is processed by those GTK employees who have been provided, by means of record cards, with access rights to case-specific data and documents. Access rights are decided on by the responsible party and those designated employees whose data is included in basic information in record cards. In practice, the preparing party defines access rights. Recipients of data depend on the process, i.e. which employees are defined as responsible persons in each process, as defined in job descriptions.</p> <p>Triplan Oy, the supplier of the Juoni system and the service provider of TWEb, can access personal data to the extent permitted by GTK when it carries out specific activities in GTK's name.</p>
<p>Information about the transfer of data to third countries and protection used (including information about the existence or non-existence of the Commission's decision on the sufficiency of data protection), and opportunities to obtain a copy or information about content.</p>	<p>No data is transferred from the case management system to third countries.</p>

Principles of register protection (manual material and electronic processing)	The register is only processed in a secure technical environment provided by Valtori. Technical data protection methods provided by Triplan Oy are used in the register. Persons who process data in the system must process the data in accordance with permanent guidelines on case management within GTK and on the publicity and classification of GTK's material and documents.
Rights of data subjects <ul style="list-style-type: none"> • Right to access personal data • Right to have data rectified • Right to have data erased 	When an external party contacts GTK, a case management process starts in GTK's case management system. Regarding personal data generated in the system, GTK has a statutory

<ul style="list-style-type: none">• right to restrict processing,• right to object,• right to transfer data from one system to another	<p>right to process and store. Data subjects cannot have their data erased, but they have the right to obtain an electronic or paper summary of the cases and documents in which they are mentioned. This data can be obtained in accordance with the provisions of the Act on the Openness of Government Activities.</p> <p>Any errors in personal data will be rectified so that any corrections will leave a trace in the case processing history, indicating what data was rectified, by whom, why and when.</p> <p>GTK has the right to transfer data later to a similar internal case management system within GTK, an internal archiving system or an external electronic archive of the Government.</p>
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<p>Right to file a complaint with the supervisory authority</p>	<p>Data subjects have the right to file a complaint with the supervisory authority of the member state in which their permanent place of residence or business is or in which the suspected breach of the GDPR has taken place.</p> <p>If the data controller refuses the right of data subjects to access personal data or have the data rectified, data subjects have the right to file a complaint with the Finnish Data Protection Ombudsman.</p> <p>Office of the Data Protection Ombudsman</p> <p>Visiting address: Ratapihantie 9, 6th floor, 00520 Helsinki Postal address: P.O. Box 800, FI-00521 Helsinki, Finland Tel.: +358 29 56 66700 Fax: +358 29 56 66735 Email: tietosuoja@om.fi</p>
<p>Is the provision of personal data a statutory or contractual requirement or a requirement needed to enter into an agreement? Do data subjects need to provide personal data? What are the consequences of any non-provision of personal data?</p>	<p>Statutory requirement.</p> <p>For GTK's employees and external parties, it is required that sufficient data about them in case management processes as required by processes or tasks.</p> <p>Mandatory personal data is indicated in the basic information tab of record cards, and it is collected systematically in all case management processes.</p>

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Information about the existence of automated decision-making, including profiling, and significant information about the processing-related logic, at least in these cases, and the significance of specific processing and any consequences for data subjects	No automated decision-making or profiling is used in the case management system.
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