



15.5.2023

## Privacy statement

EU General Data Protection Regulation 2016/679, Articles 13, 14, 30

### Register

TS-Diaari case management system, which is a sub-register of the occupational safety and health enforcement personal data register

### Controllers

Regional State Administrative Agencies' Divisions of Occupational Safety and Health act as joint controllers of the TS-Diaari record system.

Contact information:

Occupational Safety and Health Division of the Regional State Administrative Agency for Southern Finland

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The Occupational Safety and Health Department acts as the regional occupational safety and health (OSH) authority.

Division of Occupational Safety and Health

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Division of Occupational Safety and Health of the Regional State Administrative Agency for Northern Finland  
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### **Contact person in matters relating to the register**

Senior Specialist Timo Huhtamäki  
Division of Occupational Safety and Health of the Regional State Administrative Agency for Western and Inland  
Finland  
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### **Contact details of the data protection officer**

Regional state administrative agencies' administrative and development services  
Regional State Administrative Agency for Southern Finland  
Wähäjärvenkatu 6, Hämeenlinna  
P.O. Box 1, 13035 AVI  
kirjaamo.etela@avi.fi

### **Purpose of the processing of personal data and legal basis for the processing**

TS-Diaari is a case management system that shall be used for registering cases and documents, preparing cases, making decisions, communications, implementation and processing phase supervision. Registering enables the monitoring of cases and the recording of new documents. The system can be used to produce statistics and reports on processed cases.

The processing of personal data is based on legislation.

EU General Data Protection Regulation, Article 6e  
Act on the Openness of Government Activities (621/1999), Section 18  
Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at  
Workplaces (44/2006), sections 3 and 4

### **Personal data included in the register and special categories of personal data**

The following personal data on the submitter, initiator or employee shall be recorded into the register:

First name

Last name

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Visiting address Yliopistonkatu 38, 33100 Tampere

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The Division of Occupational Safety and Health acts as the regional occupational safety and health authority.

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Special categories of personal data are not generally processed in the register. However, the manual materials related to cases registered into the TS-Diaari system may contain additional personal data provided by customers and they may also include special categories of personal data.

Information of informants, pursuant to Section 10 of the OSH Enforcement Act (Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces (44/2006)), shall be concealed.

### **Regular sources of data**

The data shall be obtained from the data subject or gathered in connection with supervisory activities of the Occupational Safety and Health Authority.

### **Disclosure of information**

Personal data shall not be regularly disclosed to third parties.

Data included in the register shall be disclosed in accordance with sections 13 and 16(3) of the Act on the Openness of Government Activities (621/1999).

### **Transfer of data outside the EU or the EEA**

The data shall not be transferred outside the EU or the EEA.

### **Personal data retention period**

The retention period for personal data stored in the TS-Diaari system is based on the filing system plan of Regional State Administrative Agencies' Division of Occupational Safety and Health.

### **Security of the processing of personal information**

Manual material shall be stored on locked premises with restricted access.

IT processed data shall be protected through user group and access rights management, technical protection of servers, physical protection of premises, access control, data communications protection and backup copying of data.

### **Rights of the data subject**

#### **Right of inspection**

The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her is being processed. The data subject shall have access to the personal data.

Any data subject who wants to inspect data concerning himself or herself shall submit a request signed by him or her or a similarly authenticated request in writing to the controller or submit a request in person to the control-

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ler. The Division of Occupational Safety and Health of the Regional State Administrative Agency for Western and Inland Finland acts as the contact point for data subjects.

### **Right to demand data to be rectified**

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. The data subject shall have the right to have incomplete personal data completed.

Any data subject who wants to rectify or complete data concerning himself or herself shall submit a request signed by him or her or a similarly authenticated request in writing to the controller or submit a request in person to the controller. The Division of Occupational Safety and Health of the Regional State Administrative Agency for Western and Inland Finland acts as the contact point for data subjects.

### **Other rights related to the processing of personal data**

The data subject shall have the right to lodge a complaint with the supervisory authority (Office of the Data Protection Ombudsman) if the data subject considers that the processing of personal data relating to him or her infringes the EU General Data Protection Regulation.