



24.2.2021

## Privacy statement

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

### Register

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

### Controllers

Regional State Administrative Agencies act as joint controllers of the USPA case management system.

Controllers' contact information:

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

Visiting address: Ratapihantie 9, 2<sup>nd</sup> floor, FI-00520 Helsinki

Postal address: P.O. Box 7, 13035 AVI

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

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

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www.tyosuojelu.fi

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  
Visiting address: Viestikatu 1, building K8, 90130 Oulu  
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E-mail: tyosuojelu.pohjoinen@avi.fi

### **Contact person in matters relating to the register**

Senior Specialist Tero Palonen  
Division of Occupational Safety and Health of the Regional State Administrative Agency for Western and Inland  
Finland  
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E-mail: tyosuojelu.lansi@avi.fi

### **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

### **The purpose of the processing of personal data and legal basis for the processing**

The case management system 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 system acts as a search register for documents that are stored either permanently or temporarily. The system also functions as an electronic archive for documents.

The system includes a record/case register, document management, a customer register and any integrations to other systems. The system shall be used to process cases (and related documents) pursuant to the Regional State Administrative Agencies' information management system (TOJ). The processing of personal data shall be based on the following legislation: Section 8 of the Personal Data Act, Section 13 of the Act on Electronic Services and Communication in the Public Sector, Section 18 of the Act on the Openness of Government Activities, the Decree on the Openness of Government Activities and on Good Practice in Information Management (1030/1999) and the Archives Act (831/1994).

EU General Data Protection Regulation, Article 6e  
Act on Occupational Safety and Health Enforcement and Cooperation on Occupational Safety and Health at Workplaces, Sections 3, 4, 4a, 4b, 4c, 4d, 4e, 4f

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

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

The following personal information shall be recorded into the register:

Last name of the customer  
First name(s) of the customer  
Postal address of the customer  
Telephone number of the customer  
Email address of the customer

Data that belongs to special categories of personal data shall not be recorded into the system. However, depending on the nature of the case, documents archived into the system electronically may contain such 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.

## **Regular disclosures of data**

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).

Confidential data shall only be disclosed with the consent of the data subject, upon request by the data subject in accordance with the Act on the Openness of Government Activities, or based on legal rights.

## **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 case management system shall be based on the information management 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.

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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 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.

### **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.