



29 June 2018

Unrestricted

Record of processing activities

<p>This Privacy Statement has been published on the Bank of Finland's website www.suomenpankki.fi/data-protection/.</p>
1. Name of the personal data file system
<p>Bank of Finland library system</p>
2. Name and contact details of controller and contact details of data protection officer
<p>Bank of Finland (in respect of Bank of Finland's data collections) Business ID 0202248-1 PO Box 160 00101 Helsinki</p> <p>Contact details of the person responsible for the personal data file system: Soile Hakonen Email: kirjasto(at)bof.fi Tel. +358 9 1831 (switchboard)</p> <p>Contact details of the data protection officer: Pasi Hänninen Email: tietosuojavastaava(at)bof.fi Tel. +358 9 1831 (switchboard)</p>
3. Purpose of the processing of personal data and the legal basis for the processing
<p>The Bank of Finland library system's customer data file system maintains the data of the organisation's personnel and external customers in order to lend the library's publications. The personal data are used for lending and reserving the library's printed publications and for interlibrary loans as well as for renewing loans and self-service use of the library system.</p> <p>Processing of the personal data is based, with respect to external customers, on consent and, with respect to the organisation's personnel, on legitimate interest, because the service is provided to support the discharge of working duties.</p>



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4. Categories of data subjects and categories of personal data

Categories of data subjects:

- Bank of Finland library system's user data

Categories of personal data:

- The Bank of Finland library system's user data include personal data, such as name, address, telephone number, organisation's internal personal identification number, email address and contact language, and log data saved in the system for use of the system as well as lending history. A lending history can only be viewed on the request of the registered person.

5. Recipients or categories of recipients of the personal data

The Bank of Finland does not disclose personal data from the library system. Named employees of the system supplier (Axiell) have access to the customer data file system in information system maintenance and development duties.

6. Notification of possible transfer of personal data to a third country or an international organisation

Data are not transferred outside the EU or the EEA or to international organisations.

7. Period for which the personal data will be stored or the criteria used to determine that period

The personal data of Bank of Finland personnel are retained for as long as a person has access rights to the system. Data are erased when the access rights are terminated.

The personal data of the organisation's external customers are retained for two years at most from the last lending date.

8. General description of technical and organisational security measures

In order to protect personal data against unauthorised access, disclosure, destruction or other unlawful processing, appropriate technical and organisational security measures are used, taking potential risks into consideration. These measures include the use of secure equipment premises as well as administrative and technical information security solutions.

The processing of the library system's personal data and the data storage location have been agreed in a maintenance contract made with the system supplier (Axiell).

Paper commitment forms signed by customers from outside the organisation are stored in locked cabinets.



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9. Rights of data subjects

The data subjects in the personal data file system have the right:

- to request from the controller access to personal data concerning them and the restriction or erasure of such data or to object to processing as well as the right to transfer data from one system to another.
- to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.
- to lodge a complaint about the processing of personal data with a supervisory authority.

10. Statutory or contractual requirement to provide data and consequences of failure to provide such data

If a user does not provide information necessary for registration, the user cannot use the service.

11. Source of information

The personal data of Bank of Finland and FIN-FSA employees are obtained from the Bank of Finland's internal personal data file system on the basis of arrival notices.

The data of persons visiting the Bank of Finland for a short period, e.g. as visiting researchers, are saved on the basis of information received from the persons themselves or from research units.

Data of the organisation's external customers are obtained from a registration form, completed by the customers themselves, which is available on the Bank of Finland website.