



13 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>Order form for Bank of Finland brochures</p>
2. Name and contact details of controller and contact details of data protection officer
<p>Bank of Finland Business ID 0202248-1 PO Box 160 00101 Helsinki</p> <p>Contact details of the person responsible for the personal data file system: Mari Hienonen Email: info(at)bof.fi Tel. +358 9 183 2626 (Communications customer service)</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>Brochure orders received via the Bank of Finland online services order form are processed in the personal data file system. Data are processed so that ordered brochures can be delivered to those ordering them. Processing of data is based on consent.</p>
4. Categories of data subjects and categories of personal data
<p>Categories of data subjects: – Persons ordering brochures</p> <p>Categories of personal data: – The order form includes personal data, i.e. name and delivery address</p>



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5. Recipients or categories of recipients of the personal data
The Bank of Finland discloses order data to Grano Oy, which is responsible for the delivery of the brochures and acts as a processor of personal data.
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
Personal data are stored for one year. The data are deleted when their storage period has ended.
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.
9. Rights of data subjects
The data subjects in the personal data file system have the right: <ul style="list-style-type: none">– to request from the controller access to personal data concerning them and the right to request that such data be rectified or erased or for processing to be restricted 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 persons ordering brochures do not provide their contact details, brochures cannot be delivered to them.