



Information to the data subject provided by the controller, Article 12

EU General Data Protection Regulation (2016/679, Articles 13 and 14)

Date of publication	10.2.2026
	Customer and stakeholder register for international events organised by the City of Rovaniemi General Administration.
1. Data Controller	City of Rovaniemi, City Council
2. Responsible Officer for the Register	Director of Personnel and Administration Antti Määttä, Metsäruusuntie 18, 96400 Rovaniemi. Tel: 0163226040. Email: Antti.maatta@rovaniemi.fi .
3. Register contact person	Strategy and Development manager Pirkko Sivonen, Konsernihallinto, Metsäruusuntie 18, 96400 Rovaniemi. Tel: 0163226112 Email: pirkko.sivonen@rovaniemi.fi
4. Data Protection Officer appointed by the organisation	Data Protection Officer of the City of Rovaniemi, tel. 016 3221 (switchboard), email: tietosuojavastaava@rovaniemi.fi , Address: Tietosuojavastaava, PL 8216, 96101 Rovaniemi.
5. Purpose and legal basis for the processing of personal data	<p>Measures related to the organisation of international events: Collection of various registration and participation details for individual occasions and events and for communication related to them; communication with stakeholders and target groups; information dissemination; and the implementation of surveys intended for the development of activities.</p> <p>The legal basis for the processing of personal data is Regulation (EU) 2016/679 of the European Parliament and of the Council on data protection. The lawfulness of the processing is based on Article 6 1 a. consent and Article 6 1 b. contract.</p> <p>Data collection based on consent: Registration and participation details for events and occasions. Measures related to the organisation of activities (excursions, workshops, events, etc.).</p> <p>Data collection based on contract: Contracts concluded with contributors participating in events.</p>
6. Contents of the register, description of the categories of data subjects and categories of personal data	<p>The data recorded in the register include, for participants in events and occasions:</p> <ul style="list-style-type: none">- name- contact details- city / company / organisation represented and position therein- any special dietary requirements and accessibility requirements (in connection with events and occasions)- the event or occasion for which the person has registered or participated- whether the person allows their contact details to be shared with other event participants- billing details- other information related to the services provided



Information to the data subject provided by the controller, Article 12

EU General Data Protection Regulation (2016/679, Articles 13 and 14)

7. Sources of personal data	The data recorded in the register are obtained from the customer, inter alia, from messages submitted via web forms, by email, by telephone, from contracts, and from other situations in which the customer provides their personal data. In addition, personal data may be collected and updated for the purposes described in this privacy notice from publicly available sources and on the basis of information received from authorities or other third parties, within the limits of applicable legislation. Such data updating is carried out manually or by automated means.
8. Disclosure of personal data – recipients of personal data	Personal data are not routinely disclosed to third parties. Personal data may be disclosed to co-organisers of events or to other corresponding representatives of public authorities, provided that the individual has given their separate consent to such disclosure.
9. Transfer of data outside the EU or EEA / to third countries	As a rule, personal data are not transferred outside the EU or the EEA. An exception applies to partner organisations that are essential for the co-organisation of events. The legal basis for such transfers is an adequacy decision of the European Commission or the standard contractual clauses approved by the European Commission.
10. Data retention periods	The data will be deleted no later than 12 months after the organisation of the event.
11. Principles of data protection	<p>Employees who process customer-related personal data are subject to a statutory duty of confidentiality. The duty of confidentiality and non-disclosure continues even after the termination of the employment relationship. The security of the register and the confidentiality, integrity and availability of personal data are ensured through appropriate technical and organisational measures.</p> <p>Due care is exercised in the processing of the register, and data processed through information systems are adequately protected. When register data are stored on internet servers, appropriate measures are taken to ensure the physical and digital security of the hardware. The data controller ensures that stored data, access rights to servers and other information critical to the security of personal data are processed confidentially and only by employees whose duties require such access.</p> <p>All persons who use register data are required to commit to the City of Rovaniemi's information security policy, rules and good data processing practices, and to complete information security and data protection training.</p>
RIGHTS OF THE DATA SUBJECT	The request must be submitted in writing to the data controller's contact person. Instructions and forms for submitting different types of requests are available on the City of Rovaniemi's website at www.rovaniemi.fi/tietopyynnöt .
12. Right of access by the data subject (Article 15)	A person whose data are recorded in the register has the right to access the personal data concerning them that are held in the register. In addition, the data subject has the right to receive the personal data concerning them which they have provided to the data controller, in a structured, commonly used and machine-readable format.



Information to the data subject provided by the controller, Article 12

EU General Data Protection Regulation (2016/679, Articles 13 and 14)

<p>13. Right to rectification (Article 16)</p>	<p>The data subject has the right to request that the data controller rectify, without undue delay, inaccurate or incorrect personal data concerning them. Requests for rectification must be submitted to the data controller in writing.</p>
<p>14. Right to lodge a complaint with a supervisory authority (Article 77)</p>	<p>If the data subject considers that the processing of personal data concerning them violates applicable data protection legislation or that the exercise of their rights has been refused, the customer will be provided with a written response stating the grounds for the refusal. The customer has the right to refer the matter to the Office of the Data Protection Ombudsman for resolution at the following address: Tietosuoja-valtuutetun toimisto, PL 800, 00531 Helsinki.</p> <p>More detailed instructions on how to lodge a complaint are available on the website of the Office of the Data Protection Ombudsman at https://tietosuoja.fi/etusivu</p>
<p>15. Right to be informed of a personal data breach (Article 34)</p>	<p>The data subject has the right to receive information from the data controller without undue delay where a personal data breach is likely to result in a high risk to the rights and freedoms of natural persons.</p>
<p>16. Other rights related to the processing of personal data (Articles 17–22)</p>	<p>Withdrawal of consent-based processing The data subject has the right to withdraw their consent at any time, without this affecting the lawfulness of processing carried out on the basis of consent before its withdrawal.</p> <p>Right to be forgotten In certain exceptional circumstances, an individual may have the right to have their personal data erased in full from the City’s register without undue delay, provided that</p> <ul style="list-style-type: none"> -the personal data are no longer necessary for the purposes for which they were collected or otherwise processed; -the data subject withdraws the consent on which the processing is based and there is no other legal ground for the processing; -the personal data have been processed unlawfully; or -the personal data must be erased in order to comply with a legal obligation under Union or national law. <p>However, this right does not apply where the processing of personal data is based on law or on the exercise of official authority vested in the City.</p> <p>Right to restriction of processing In certain situations, an individual may have the right to request the restriction of the processing of their personal data for the period required to verify, rectify or supplement the data as appropriate.</p> <p>Right to data portability This right does not apply in relation to the personal data registers of the City of Rovaniemi, as the personal data have been collected for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.</p> <p>Right not to be subject to automated decision-making The data subject has the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning them or similarly significantly affects them.</p>