

This data protection description is a description of the file and an information document concerning the rights of a data subject (paragraphs 10–12) combined. Sections 10 and 24 of the Personal Data Act (523/1999).

1. Controller	Name National Land Survey of Finland
	Address National Land Survey of Finland P. O. Box 84 00521 Helsinki
	Other contact information (i.e. telephone number during office hours, e-mail) kirjaamo@maanmittauslaitos.fi
2. Contact person in matters concerning the register	Name Antti Saarikoski
	Address National Land Survey of Finland P. O. Box 84 00521 Helsinki
	Other contact information (i.e. telephone number during office hours, e-mail) kirjaamo@maanmittauslaitos.fi
3. Name of the register	Customer relations register
4. The purpose for processing the personal data	<p>Personal data is used to manage customer relations in tasks related to the National Land Survey as an authority as well as other contacts to customers and stakeholders.</p> <p>Personal data can be used for the following purposes:</p> <ul style="list-style-type: none"> • Contacts to customers and the management of customer data in services provided by the agency as an authority. • Contacts to customers and responding to feedback. • Handling orders and invoicing. • Giving information about services, products and events. • Sending newsletters and magazines. • Marketing communications as well as market surveys and opinion polls.
5. Information content of the register	<p>The following information about the data subjects can be registered:</p> <ul style="list-style-type: none"> • Name, personal identity number, necessary contact and organisational information.

	<ul style="list-style-type: none"> Contents produced by the data subject, such as questions, customer feedback, description of reasons for contacting the National Land Survey. Other information related to information management, such as customer relationship history.
6. Regular sources of information	<p>Information is primarily provided from the following sources:</p> <ul style="list-style-type: none"> Directly from customers. From the Population Information System. From services providing public contact information.
7. Regular destinations of disclosed data	Data is not disclosed to third parties.
8. Data transfers to countries outside the European Union or the European Economic Area	Data is not disclosed to third parties.
9. Principles for securing the register	<p>A. Manual register</p> <p>Printed material is not kept once the information has been stored in the register.</p>
	<p>B. Data register</p> <p>Information is archived according to the National Land Survey's filing plan. Network servers and active components are located in secure and guarded premises. Access rights to data are given only to those who need the information when completing their duties. The data in the register is backed up regularly. The data is intended for internal use only at the National Land Survey. It is possible to limit access and editing rights to the register. Access rights become passive when the user is made passive in the information systems access register of the National Land Survey.</p>
10. Right of access	<p>Every data subject has the right of access to the data on him or her in a personal data file/register in accordance with sections 26–28 of the Personal Data Act. Right of access shall be provided free of charge once per year (12 months). The request is to be sent to the National Land Survey's Registry at the following address: National Land Survey, P.O. Box 84, 00521 Helsinki or by e-mail to kirjaamo@maanmittauslaitos.fi</p>
11. Right to demand rectification of false information	<p>A request to rectify an individualised error in the personal data file/register in accordance with section 29 of the Personal Data Act is to be sent to the National Land Survey's Registry at the following address: National Land Survey, P.O. Box 84, 00521 Helsinki or by e-mail to kirjaamo@maanmittauslaitos.fi</p>

12. Other rights related to the processing of personal data	Personal data can be used for direct advertising and other personalised mailing in accordance with section 19 of the Personal Data Act, unless such processing has been prohibited by the data subject in accordance with section 30 of the Personal Data Act.
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