

Record of processing of personal data of a data subject Personal Data of the National Land Survey's Personnel

1. Controller	National Land Survey of Finland Address: Opastinsilta 12 C, 00520 Helsinki Postal address: P.O. Box 84, 00521 Helsinki Tel.: +358 29 530 1115 (National Land Survey Registry) E-mail: kirjaamo@nls.fi www.nls.fi
2. Data protection officer	National Land Survey of Finland Kaisa Haaksiluoto Postal address: P.O. Box 84, 00521 Helsinki Tel.: +358 29 530 1100 (switchboard) E-mail: tietosuojavastaava@maanmittauslaitos.fi
3 a) The purposes of the processing for which the personal data are intended	Personal data are processed, among others, for the following purposes: - Processing of services, evaluations and inspections conducted by the employer, such as support requests and audits, employee surveys and employee benefits - Recruitment and employment relationship management - Evaluation of personal performance and follow-up of education and training - Payment of salary or remuneration - Compliance with the requirements of the Act on Staff Registers (nimikirjalaki) and Decree on Staff Registers (nimikirja-asetus) - Planning and follow-up of use of working hours and resources - Planning and follow-up of labour costs - Invoicing based on work done - The State's statistical and research use - Government employer's negotiation and agreement activities - Disclosure of data for the State Calendar of Finland, and - Publication of contact information.
3 b) The legal basis for the processing	The processing of personal data is necessary for compliance with a legal obligation to which the National Land Survey is subject and for carrying out a task in the public interest. Employment Contracts Act, State Civil Servants' Act, Act on Staff Registers
4. Categories of personal data subject to processing	National Land Survey's personnel

5. Recipients to whom personal data are disclosed	Data can be disclosed within the limits of the existing legislation. Data is disclosed for instance to <ul style="list-style-type: none">- Tax Administration- Execution authorities- Trade organisations- Employment Relationship Register of Keva- Customer when the invoicing is based on work done- Payer's and recipient's bank- Financiers- For statistical and research purposes on the basis of agreements related to the Ministry of Finance and Finland's EU membership- Editors of the State Calendar of Finland- External service providers for the provision of employee benefits, and- Other external service providers for the processing of assignments.
6. Transfer of personal data to a third country or international organisation	Data can be transferred to a third country or an international organisation when the EU Commission has approved the third country or international organisation to provide an adequate standard of data protection. In other cases, the National Land Survey takes care of appropriate safeguards regarding the data transfer.
7. Storage time of personal data	The data will be stored up to date and part of the data is stored permanently in accordance with the National Land Survey information management plan.
8. The legitimate interests pursued by the controller or by a third party (where the processing is based on a pursued interest)	Personal data is not processed for the purposes of legitimate interest pursued by the controller or by a third party.
9. The rights of the data subject	The data subject has the right to request access from the controller to personal data concerning himself or herself, that is to check his or her personal data stored in the register in accordance with the EU General Data Protection Regulation. The request shall be sent to the National Land Survey's Registry.
10. Right to withdraw consent for processing personal data	Personal data is not processed on the basis of the consent of the data subject.
11. Right to appeal to the supervisory authority	The data subject has the right to appeal to the national supervisory authority.
12. Obligation to submit personal data	The providing of personal data is necessary for compliance with a legal obligation to which the National Land Survey is subject, for carrying out a task in the public interest or for the conclusion of a contract based on consent.

13. Sources of personal data

Data is collected directly from the person himself or herself and his or her supervisor or from a person whose duties include planning of working hours and resources at the National Land Survey.

In addition, information is obtained, among others, from the following data sources:

- Personal taxation data are obtained from the Tax Administration.
- Information related to travelling and the use of charge card are obtained from the travel agency and the credit card company.
- Information about the expected retirement age and time, retirement decision and employment time are obtained from Keva.
- Information about recovery proceedings are obtained from the execution authorities.
- Penal information to be registered in the name register are obtained from the court.

14. Automated decision-making and profiling based on personal data in connection with automated decision-making

The processing of personal data does not involve automated decision-making.