

Processing of Personal Data TRAVELLER REGISTER

1. General Information

This document is part of the information and disclosure obligation prepared by the municipality of Kannonkoski as the Controller according to requirements of the EU Data Protection Regulation (EU) 2016/679. In addition to the general information provided by the municipality on its website, the municipality describes in this document the detailed information related to the processing of personal data in the Traveller Register. This document will be reviewed regularly and updated as necessary.

2. Roles and Responsibilities

Controller	Youth Centre Piispala, Kannonkoski Municipality Enterprise
Business ID	0175798-8
Address	Kurssitie 40, 43300 Kannonkoski
Responsibilities	<ul style="list-style-type: none"> ▪ Responsible for the timeliness of personal data based on the information received from data subjects and other regular sources. ▪ Inform data subjects with this document as well as in other necessary ways and means of communication. ▪ Maintain an overview of the processing of personal data (description of the processing of personal data).
Registry contact person	Service manager
Address	Kurssitie 40, 43300 Kannonkoski
Email	piispala@piispala.fi
Telephone number	+358 (0)207 694 300
Responsibilities	<ul style="list-style-type: none"> ▪ Act as the main contact person for data subjects regarding matters related with the register. ▪ Inquiries and rectification requests concerning the register should be addressed to the registry contact person.

3. Purpose and Legality of the Processing of Personal Data

Purpose of the processing of personal data	<ul style="list-style-type: none"> ▪ Data in the Traveller Register are used to maintain public order and security, to prevent and detect any crime in advance, and to compile statistics. ▪ The data are not used for marketing or direct marketing. ▪ Data processing doesn't involve profiling or automatic decision making.
Legality of the processing of personal data (legal basis)	<ul style="list-style-type: none"> ▪ The processing of personal data is grounded on the Accommodation and Catering Act. ▪ Accommodation requires the provision of the personal data described in section 4.

4. Content and Life Cycle of Register Data

Data content	<ul style="list-style-type: none"> ▪ The persons (data subjects) refer to customers accommodating at Youth Centre Piispala. ▪ The register includes only data of those individuals who accommodate at Youth Center Piispala.
<ul style="list-style-type: none"> ▪ Data subject groups ▪ Personal data groups 	
Data to be stored in the register	<ul style="list-style-type: none"> ▪ Full name of the traveller ▪ Finnish personal identity number or, failing that, date of birth ▪ Citizenship
Life cycle of personal data	<ul style="list-style-type: none"> ▪ The data on the Traveller Register shall be kept for one year from the date of entry, and shall be destroyed after that.

5. Data Sources and Data Disclosure

Data sources	<ul style="list-style-type: none"> ▪ Data subject ▪ The joint traveller declaration made by the group leader for group travellers
Regular disclosure of data	The register data shall not be disclosed to third parties, with the exception of the police, who has the right to obtain traveller data from the accommodation provider when the data are required for the performance of official duties.
Data disclosure outside EU and EEA countries	The register data shall not be disclosed outside the EU or EEA countries.

6. Protection Principles and Access Control

Manual material	Located in a locked cabinet and in a locked space.
Material processed by data systems	The register data is also accessible electronically via the Webropol service. See the data security description of the Webropol service: http://webropol.fi/gdpr/Webropol_Tietoturvakuvauus_Whitepaper_FIN-20171207.pdf
Access control	The use of register data is regularly monitored by the Controller.