

Specification Data protection statement of Multicultural Centre Villa Victor	Date March 3, 2021
<b>Purpose of the processing of personal data</b>	
Why do we process your personal data Multicultural Centre Villa Victor collects personal data from those who participate in and cooperate in the activities it organizes (including language courses, guidance services, mentoring programs, events, information sessions). The data is needed to manage the customer and cooperation relationship and communication.	
Why are we allowed to process your personal data The processing of personal data is necessary for compliance with a legal obligation to which the controller is subject.	
Processing of the personal data in the register upon a commission agreement (the personal data to be processed upon a commission agreement and the duration of the processing) The information will not be passed on to third parties.	
Do we automatic profiling in decision-making Profiling means the automatic processing of personal data in which a person's personal characteristics are assessed. We do not use automatic profiling in our decision making.	
<b>Controller and contact information</b>	
Controller Education and Culture Board	Contact information of the controller P.-O. box 17, 90015 City of Oulu
Controller's representative Arto Willman, Welfare Manager Education and Culture Services	Contact information of controller's representative arto.willman@ouka.fi Oulu10, Torikatu 10, 90100 Oulu
Data protection officer Data Protection Officer of Education and Culture Board	Contact information of data protection officer siku.tietosuojaavast@ouka.fi
<b>Personal data processed</b>	
What personal data do we process The following data may be collected from the participant in the educational and other activities of Multicultural Centre Villa Victor: name, e-mail address, telephone number, country of origin. Only information obtained by e-mail or registration form will be collected from participants in mentoring activities. In principle, data from other sources are not collected. The following personal information are processed in the mentoring program: - Mentors: name, e-mail, telephone number and year of birth, study information (field, degree, place of completion), employer, skills and work experience, communication between mentor and registrar, and any other self-provided information - Actors: name, e-mail, telephone number, year of birth, home country, year of moving to Finland, work information (degrees abroad and in Finland, work experience in Finland and abroad, current work situation), self-assessment of Finnish language skills, communication between the actor and the registrar, and any other self-provided information	
How long do we store your personal data? / Criteria for determining the storage period The data is retained in accordance with the retention period recommendations for municipal documents, generally five years. The data will be deleted when the above period has expired or at the request of the data subject.	
Where is the personal data needed in the processing obtained The data is obtained from the people themselves who participate in the activities of Villa Victor; in cooperation contacts, also through electronic sources.	
<b>Transfers and disclosures of data</b>	
Regular transfers and disclosures	

## Data Protection Statement

Data protection statement pursuant to Articles 13 and 14 of the General Data Protection Regulation (EU) 2016/679

No regular transfers or disclosures.	
Transfer or disclosure of data outside the EU or the European Economy Area (EEA) and criteria thereof	
Data will not be transferred or disclosed.	
<b>The data subject's rights</b>	<b>Requests related to a data subject's rights</b>
<b>You have the right:</b> <ul style="list-style-type: none"><li>• to check the data concerning yourself</li><li>• to demand to have your data rectified</li><li>• to demand to have your data erased (does not apply on statutory tasks)</li><li>• to demand to restrict the processing of your personal data</li><li>• to object to the processing of your personal data</li><li>• to request that the personal data that you have provided yourself be transferred from one controller to another</li><li>• to withdraw the consent that you have given if processing of personal data is subject to consent</li><li>• not to be subjected to automatic decision-making</li></ul>	Requests related to a data subject's rights are to be sent to the following address: Registry of the City of Oulu PL 71 90015 City of Oulu Visiting address: Kansankatu 55 A Requests in electronic format are to be sent to the following address: Registry@ouka.fi. A data subject has the right to have the matter handled by a data ombudsman if s/he considers that the processing of personal data relating to him or her infringes related legislation.