

**CITY OF PORI  
PRIVACY POLICY**

14.5.2024

1. Data Controller	City of Pori PL 121 28101 Pori Address: Hallituskatu 12 Email: kirjaamo@pori.fi Phone: 044 701 1100
2. Data Controller's Representative	Acting Head of Unit, Ilkka Manninen Email: ilkka.manninen@pori.fi
3. Contact Person for Matters related to the Register	Chief Curator Anni Saisto Email: anni.saisto@pori.fi
	Data Protection Officer Email: tietosuojaavastaava@pori.fi
4. Register Name and Format	Register Name Taidemuseon arkisto (Art Museum's archive)
	Register Format  <input checked="" type="checkbox"/> electronic <input checked="" type="checkbox"/> manual
5. Purpose and Legal Basis for the Register	<p>The register of the Art Museum's archive tracks, documents and stores information about the Pori Art Museum's activities and visual arts.</p> <p>The register contains personal data related to the archive.</p> <p>The register is based on Section 18 of the Act on the Openness of Government Activities (621/1999) on good information management practices, Museum Act (314/2019) and the Archive Act (831/1994) and the provisions and regulations issued pursuant thereto. Processing is also based on concluded contracts.</p>
6. Contents of the Register and Classification of Personal Data	<p>The archive contains documents created from the art museum's own activities as well as materials donated and deposited in the archive. The most important entities are the archive of the museum's own activities, the inventories of the productions of artists from Satakunta, as well as archive entities donated by individuals and associations. The materials contain contracts.</p> <p>Personal data is classified according to name, address, phone number, e-mail address, education, date of birth and death, social security number and location.</p>
	<p>Contains sensitive personal data:</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> Contains children's personal data</p>
7. Regular Data Sources	The customers themselves, their relatives, the gallery representing the artist.

8. Regular Disclosures and Transfers of Personal Data to Non-EU/EEA Countries	No data is disclosed or transferred to non-EU/EEA countries.
9. Data Retention Period	Permanently (Museum Act 1 § and the Screening decision of the National Archives KA 188/43/04)
10. Automated Decision-Making and Profiling	<input type="checkbox"/> Contains automated decision-making
11. Data Security Principles	<p>A. Manual Material</p> <p>Manual material is stored in locked rooms.</p> <p>B. Electronic Material</p> <p>The system ensures password security, and data is stored in a technically protected manner. Only designated individuals have the right to process the data, and users are bound by confidentiality.</p>
12. Right of Access for the Data Subject	The data subject has the right to access the information held about them in the register. Requests should be submitted in writing to the data controller. Instructions for making a request can be found at <a href="http://www.pori.fi/pori-tieto/tietosuoja">www.pori.fi/pori-tieto/tietosuoja</a> .
13. Right to Rectification	The data subject has the right to have any inaccurate or incomplete personal data corrected without undue delay. Instructions for making a request can be found at <a href="http://www.pori.fi/pori-tieto/tietosuoja">www.pori.fi/pori-tieto/tietosuoja</a> .
14. Other Rights Related to the Processing of Personal Data	<p>The data subject has the right to request restriction of processing if:</p> <p>a) the accuracy of the personal data is contested, allowing time for the data controller to verify its accuracy;</p> <p>b) the processing is unlawful, and the data subject opposes erasure, requesting restriction instead;</p> <p>c) the data controller no longer needs the personal data for processing purposes, but the data subject requires them for the establishment, exercise, or defense of legal claims;</p> <p>d) the data subject has objected to the processing pending the verification of whether the data controller's legitimate grounds override those of the data subject.</p> <p>To the extent that the processing of personal data is based on the data subject's consent, the data subject has the right to withdraw consent at any time. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.</p>
15. Right to Lodge a Complaint	The data subject has the right to lodge a complaint with the supervisory authority about the processing of personal data.