

1. Name of the person registering	Allotment reservation and invoicing.
2. The administrator	City of Vaasa, Kuntatekniikka Kirkkopuistikko 26A 65100 Vaasa
3. Registry contact person	Sonja Käsäkangas +358 (0)40 5457812 firstname.surname@vaasa.fi
4. Contact information of the data protection officer	Telephone exchange +358 (0)6 3251111 E-mail: tietosuojavastaava@vaasa.fi
5. Purpose and legal basis for the processing of personal data	A register of personal data is established for the purpose of managing customer relations. Information is collected to the database concerning the rental of allotments.
6. The data content	The information stored on the data subject shall be a name, a social security number and contact information, as well as information about the services subscribed to, delivery and invoicing.
7. Normal sources of data	Data is directly obtained from the person registering by tenancy agreement or electronically to the allotment register using a bank ID code.
8. Data retention period	Information is retained for as long as the allotment is rented or until the customer terminates the rental agreement and requests the removal of their information.
9. Normal disclosure of information	The disclosure of information can only be made to the public authorities on request.
10. Transfer of the data outside the EU or EEA	Data is NOT transferred outside the EU or EEA.
11. Principles of data security	<ul style="list-style-type: none"> <li>a) Printed material is stored in a locked room inside a building.</li> <li>b) Computerised data is protected by passwords, firewalls and antivirus software. Computers are in lock-protected areas.</li> <li>c) Phones and mobile devices are password protected with virus protection and can be locked remotely.</li> </ul>
12. Possible automated decision-making	
13. Rights of the registered customer	<ul style="list-style-type: none"> <li>a) A registered customer has the right to access their own data.</li> <li>b) The right to lodge a complain with a supervisory authority (Article 22).</li> <li>c) The right to rectification (Article 22).</li> <li>d) The right of erasure (Article 17) i.e. <i>"The right to be forgotten"</i> is NOT applicable to statutory registers.</li> <li>e) The right to data portability from one system to another (Article 20) is technically possible if addressed to the contact person.</li> <li>f) Withdrawal of registered consent.</li> <li>g) Other information.</li> </ul>