



1 Name of register	Tweb case and document management system (Fakta)
2.1 Data controller	<p>Name National Audit Office of Finland</p> <hr/> <p>Address Porkkalankatu 1, FI-00180 Helsinki</p> <hr/> <p>Other contact details (e.g. phone number during office hours, email address) tel. +358 (0)9 4321</p>
2.2 Contact person for register-related matters	<p>Name Document management specialist, audit assistants</p> <hr/> <p>Address Porkkalankatu 1, 00180 Helsinki</p> <hr/> <p>Other contact details (e.g. phone number during office hours, email address) Switchboard: + 358 (0)9 432 5809 Email: kirjaamo@vtv.fi</p>
3 Data Protection Officer	<p>Data Protection Officer Tuomo Salminen</p> <hr/> <p>Address National Audit Office of Finland Porkkalankatu 1, FI-00180 Helsinki</p> <hr/> <p>Other contact details (e.g. phone number during office hours, email address) tietosuojavastaava@vtv.fi</p>
4 Purpose of personal data processing	<p>The right of the organisation to process the data of a data subject is based on the Act on the Openness of Government Activities (621/1999), and the data is processed in the manner laid down by the data protection legislation. No profiling or decisions based on automated decision-making are made on the basis of the personal data collected.</p> <p>Only relevant personal data the recording of which is necessary for the processing of the matter is recorded in the register. The register includes the metadata and processing stages of the official matters defined in the National Audit Office's data management plan and of the related documents, and the assignments and document files related to the processing of the matters.</p>

	<p>Of the documents and decisions sent by the customers of the registry for entry into the register or concerning the customers, the following is recorded in the register as personal data:</p> <ul style="list-style-type: none"> • the first and last name and email address of the sender and recipient. <p>As regards the documents drafted by the organisation, the following is recorded as personal data:</p> <ul style="list-style-type: none"> • the first and last name of the draftsman and the signatory of the document <p>The identification data of the registered users of the system include the following information:</p> <ul style="list-style-type: none"> • the user's first and last name, job title and email address • as regards changes made by the user in the system, the date and time of the change is recorded in addition to the identification data. <p>In the case of assignments made in the system and sent from there to email addresses outside the system, the names and email addresses of the sender and the recipient are recorded either automatically on the basis of the user information or manually by the user. An entry is saved on the assignment in the information on the case (name and email address of the case handler and/or recipient, and date and time of the action).</p>
<p>5 Data contained in the register</p>	<p>Public authorities shall keep a list of the matters submitted or taken for processing and of the matters decided or processed, or otherwise ensure that their public documents are easily accessible. Registration, or recording, helps to indicate the date of arrival of a document, which ensures the customer's legal protection. Registration also promotes the implementation of the principle of public access as pending cases and their processing stages can be seen from the register. The recorded cases constitute the National Audit Office's administrative register.</p> <p>The register also serves as a directory of documents throughout their lifecycle, ensuring that the documents can be easily found. In addition, the register provides statistical and performance data, which can be used in the planning of activities. The registration is based on section 18 of the Act on the Openness of Government Activities (621/1999) and sections 5 and 6 of the related decree (1030/1999), as well as the Archives Act (831/1994) and the provisions and regulations issued thereunder.</p> <p>The case management system of the National Audit Office is used by the entire organisation. If access to a case/document is necessary for the performance of duties, the user group/user performing the duty is provided with the necessary rights to the case/document.</p> <p>As a rule, the administrative register of the case management system is public, and everyone has access to its public parts, if they so wish. The documents registered in the case management system are, as a rule, public. However, the registered documents may also include documents that are secret either in full or in part. The secrecy of documents is based on the Act on the Openness of Authority Activities (1999/621). Under the Act, it is possible to request public documents stored in the case management system or final archive for viewing in the manner agreed with the staff of the Registry.</p>
<p>6 Regular data sources</p>	<p>As a rule, the data in the case management system is collected from the documents sent for processing or created in the organisation and from customers and system users. The user information in the system is automatically updated from the user directory.</p>
<p>7 Data recipients</p>	<p>Non-public data stored in the case management system is accessible only to the employees who need it for their duties. If necessary, the system supplier (private system supplier/suppliers) is given access to the data. The organisation has an agreement with Triplan Oy on the development and maintenance of the information systems.</p>
<p>8 Transfer of data outside the EU or the EEA</p>	<p>Personal data is not transferred outside the EU/EEA area.</p>

<p>9 Personal data retention period</p>	<p>The data recorded in the register is stored only for as long as and to the extent that is necessary in view of the original or comparable purposes for which it was collected.</p> <p>Document retention periods are defined in the National Audit Office's data management plan. The documents and material to be retained for a fixed term are destroyed when the retention period defined in the data management plan expires if they are no longer needed for the National Audit Office's activities or for legal or other reasons. The documents to be retained permanently are transferred to the final archive or the electronic archive.</p>
<p>10 Register protection principles</p>	<p>The information security of the register and the confidentiality, integrity and availability of personal data are ensured by appropriate technical and organisational methods.</p>
<p>11 Right to access and rectify the data</p>	<p>The data subject has the right to access the data recorded on them in the register. To access the personal data recorded in the register, the data subject can submit a request to the National Audit Office's registry. When making the request, the data subject must provide proof of their identity.</p>
<p>12 Right to erasure</p>	<p>The data subject has the right to have personal data on them erased without undue delay ("right to be forgotten"), provided that</p> <ul style="list-style-type: none"> • the personal data is no longer needed for the purposes for which it was collected or for which it was otherwise processed • the data subject withdraws their consent on which the processing has been based and there are no other legal grounds for processing the data • the data has been processed contrary to law, or • the personal data has to be erased in order to comply with a statutory obligation based on European law or national legislation. <p>In order to have personal data recorded in the register erased, the data subject can submit a request to the National Audit Office's registry. When making the request, the data subject must provide proof of their identity.</p>
<p>13 The right to restrict the processing</p>	<p>The data subject has the right to demand that the controller restrict the processing of data if</p> <ul style="list-style-type: none"> • the data subject disputes the accuracy of the personal data • the processing is contrary to law, and the data subject objects to the erasure of their personal data and demands instead that its use be restricted • the controller no longer needs the personal data in question for the processing purposes, but the data subject needs it in order to prepare, present or defend a legal claim. <p>To restrict the processing of the personal data stored in the register, the data subject can submit a request to the National Audit Office's registry. When making the request, the data subject must provide proof of their identity.</p>
<p>14 The right to withdraw consent</p>	<p>The data subject has the right to withdraw their consent to the processing of the personal data stored in the register at any time without prejudice to the legality of the processing carried out before the withdrawal. To withdraw their consent, the data subject can submit a request to the National Audit Office's registry. When making the request, the data subject must provide proof of their identity.</p>
<p>15 Right to transfer data from one system to another</p>	<p>The data subject has the right to access the personal data that is stored on them and that they have provided to the controller in an organised, commonly used and machine-readable format, and the right to transfer the said data to another controller.</p>

<p>16 The right to lodge a complaint with a supervisory authority</p>	<p>The data subject has the right to lodge a complaint with the supervisory authority if the data subject believes that the processing of their personal data infringes applicable data protection laws. The national supervisory authority in Finland is the Office of the Data Protection Ombudsman, contact information:</p> <p>Office of the Data Protection Ombudsman Visiting address: Lintulahdenkuja 4 FI-00530 Helsinki</p> <p>Postal address: P. O. Box 800 FI-00531 Helsinki</p> <p>Tel. (switchboard): + 358 (0)29 56 66700 Email: tietosuoja@om.fi</p>
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