

DESCRIPTION OF THE FILE
Personal Data Act (523/1999) section 10

Date of drafting: 1.4.2018

Use an enclosure if necessary.

1. Controller	Name City of Tampere
	Contact information (address, tel. etc...) PL 487, 33010 Tampere, Finland
2. The person in charge and/or contact person	Name Pirkko Laitinen
	Contact information (address, tel. etc...) pirkko.laitinen@tampere.fi
3. Name of the register (should describe the content)	City of Tampere's Smart Tampere programme's customer register
4. The purpose for processing the personal data / the purpose for the use of a register (If the processing of personal data is outsourced [external service providers are used for the processing], a mention about it can be included to this point)	The register is used to maintain customer relationships of the Smart Tampere programme by the City of Tampere. The register's information is used to send the programme newsletter and inviting partners to events hosted by the City of Tampere.

[Unofficial translation]

<p>5. Content of the register</p> <p>(For instance: name, address and telephone number of the data subject)</p>	<p>Listed in the register are name of the organization, name of the contact person, email address of the contact person and phone number of the contact person. Events in which food is served, information about allergies are listed and this information is deleted immediately after the event takes place.</p>
<p>6. Regular sources of information *</p> <p>(Which data is received, by whom and on what ground. For instance: consent or provision of a law)</p>	<p>Information is gathered from the programme's actions (such as, co-creation projects, events, meetings and newsletter subscriptions). Furthermore, organizations' websites, social media and internet search engines serve as sources of information.</p>
<p>7. Regular destinations of disclosed data and whether the data is transferred to countries outside the the European Union or the European Economic Area</p>	<p>The City of Tampere acts as a co-producer in events together with different ministeries and the Office of the Electoral Commission. In case of events produced together with these partners the list of invitees and participants are handed over to the partners in order to send invitations and information about the event.</p> <p>The disclosed data is the name of the organization, name of the person and either email address or postal address regarding the method of invitation.</p> <p>The information is never transferred outside the European Union or the European Economic Area.</p>
<p>8. The principles how the data file/register is secured.</p>	<p>A. Manual register (place of storage and the methods of protection)</p> <p>There is no manual register.</p> <p>B. Data register/ADP register (principles for the right to use a register, monitoring of the use and actual protection of hardware)</p>

	The register is protected from outside parties with the City of Tampere's data protection actions. Register is stored in the city's own database. The register is available to the specified persons in the Mayor's Office, specified persons in the Growth, innovation and competitiveness services and specified persons in the Smart Tampere programme.
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* Section 10 of the Personal Data Act does not require to make a note of this information, but it's recommendable to do so, regarding the right of access of the data subjects. Furthermore, it also describes the content of the register.

OFFICE OF THE DATA PROTECTION OMBUDSMAN MODEL FORM 25 November 2004
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[Unofficial translation]