

# Privacy

On the processing of personal data in the zooplankton information system

This privacy statement contains the information to be provided to the data subject in accordance with Articles 13 and 14 of the General Data Protection Regulation (2016/679) of the European Parliament and of the Council. This announcement states e.g. how we collect, use, disclose and store personal data at the Finnish Environment Institute (SYKE).

SYKE reserves the right to make technical changes to this data protection notice without prior notice to registrants.

## Registrar and Data Protection Officer

Finnish Environment Institute SYKE

Latokartanonkaari 11

00790 Helsinki

Email: [kirjaamo@syke.fi](mailto:kirjaamo@syke.fi)

Confidential e-mail: <https://securemail.syke.fi>

Tel. 0295 252 001

## Contact persons of the controller

Contact information for SYKE's data protection officer

[tietosuojaSYKE@syke.fi](mailto:tietosuojaSYKE@syke.fi)

## Grounds for processing

We process your personal data in order to comply with the following legal obligations (Article 6 (1) (c) of the Data Protection Regulation):

The Finnish Environment Institute Act 1069/2009 requires SYKE to maintain and develop the industry's information systems, data resources and information services. SYKE has also been assigned information system tasks in special legislation. The processing of personal data in information system tasks is governed by the Public Administration Act 621/1999, the Public Administration Information Management Act 906/2019 and the EU Data Protection Decree 2016/679.

In order to ensure the proper processing of its information systems and the materials contained in them, SYKE enters into an agreement with the licensing organization on the procedures by which persons employed by the licensee may obtain the right to use SYKE's information systems in connection with their work. Access to information systems is always personal.

Therefore, the provision of personal data that sufficiently identifies users is a requirement for access to the information systems maintained by SYKE.

## **Personal data collected and purposes of processing**

Your email address and / or other contact information will be requested from the service when you provide feedback.

Use of the system requires authentication in the service located on the intranet side by means of a user ID and in the service located on the Internet side by e-mail. The service uses cookies to store user information (e.g. who is logged in) and how the website is displayed to the user (e.g. display language, coordinate system and the latest search criteria).

For contractors, the information collected is the name of the user provided by the contractor's contract contact and the contact details related to the work tasks, ie the name and address of the organization, the work e-mail address and the work telephone number.

The purposes of the use of personal data are to establish the user IDs of the contract organizations required to use the environmental information systems and to manage the access rights and services associated with them (incl. Access groups, mailing lists) for the systems required by the license agreement. The contact information related to the user's employment will be used for information and, if necessary, will be used to solve telecommunication problems. In addition, the systems generate logs of usage, which are used to troubleshoot errors as needed.

General statistics on the use of the site are collected for the development of the service. Such information includes the number of visitors to the site, the Top of the page, the page from which the visitor went to the service, the most used keywords and browsers. The data to be collected are e.g. the user's IP address, time of day, pages used, browser type, operating system used, and screen resolution. Visitor statistics are based on server log data and Google Analytics reporting, which uses the Google Analytics cookie and JavaScript code.

Based on the personal data collected, no decisions based on automatic decision-making or profiling are made.

## **Cookies**

We use cookies on the website to guarantee the operation of the service.

### **What cookies are**

A cookie is a small text file that is stored on your device when you visit a website. It allows the site to remember, for example, that you have logged in to the service or changed the display language so that you do not have to re-enter this information each time you go to another page.

### **How does the website use cookies?**

We only use cookies to provide the service. We store any user information (e.g., who is logged in) and how the site is displayed to the user (e.g., display language, coordinate system, and latest search terms). No other data is stored in cookies.

### **How can I manage cookies?**

You can manage cookies in your browser settings if you wish. See the instructions for the browser you are using for more detailed instructions.

Refusing to accept cookies may cause malfunctions on the websites of the service.

## **Sources of personal information**

The personal data has been provided by the person who sent the feedback or logged in to the system.

SYKE obtains the licenses required personal data from the contact persons of the contracting organizations.

## **Processing of personal data**

Personal data is processed by system-specific responsibility and maintenance persons (administrators) and designated persons of SYKE's ICT services for infrastructure and operating services.

Personal data is processed by the State Information and Communication Technology Center (Valtori) and its subcontractors for support, infrastructure and operation services. The service provider is a processor of personal data in accordance with the Data Protection Regulation, who must follow the instructions given to it by SYKE when processing personal data.

Data will not be transferred or disclosed outside the EU or the EEA.

## **Protection of the processing of personal data**

As the registrar, the Finnish Environment Institute (SYKE) has implemented the necessary technical and organizational measures and also requires them from the service providers it uses.

Agreements related to the rights to use SYKE's information systems require SYKE's partner organizations, i.e. the recipients of the rights, to have up-to-date access rights in addition to other terms of use and responsibilities. A contractual contact person has been appointed to the organizations to be responsible for ensuring that the terms of the agreement are communicated to users.

## **Retention of personal information**

Personal data will be retained for the time necessary for SYKE to fulfill both the purposes of processing described in this notice and the archiving requirements described in SYKE's archiving plan.

In addition to the time required to process the feedback, the personal data of the feedback provider is stored in the content production system of the online service for two calendar years from the year the feedback is sent until February, after which the data is archived. Any e-mail address, name, telephone number and company / organization information provided by the sender of the feedback will not be transferred to the archive.

## **Your privacy rights with respect to the processing of your personal information**

You have the right to know for what purposes and in what ways we process your personal data. In this notice, we aim to provide a comprehensive picture of the processing of personal data in our activities related to the access rights of SYKE's stakeholder organizations. However, if any part of our processing of personal information remains unclear, you can ask further questions by sending them to our contact person at the above-mentioned e-mail address.

If the personal information we process about you is incorrect, you can request the correction of inaccurate and incorrect information. SYKE always obtains the information required for access rights from the contact person appointed to the organization. If we correct the information upon request, we will, to the extent possible, notify all those to whom the information has previously been disclosed.

Once registered, you also have the right to lodge a complaint with the supervisory authority

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