

## Description of processing activities

This description of processing activities is part of the City of Helsinki's data protection and confidentiality appendix (section 10(3)) or another data protection appendix. This description of processing activities specifies the personal data processing commission which the processor of personal data will carry out on behalf of the controller as described in more detail in the agreement/appendix.

Main agreement to which the description of processing activities is related: *Procurement of xxx*

The Parties agree as follows:

<b>1. Controller</b>	<b>City of Helsinki</b>			
	business ID	0201256-6		
	address			
<b>2. Personal data processor(s)</b>				
	business ID		business ID	
	address		address	
<b>3. Sub-processors used by the personal data processor who participate in the personal data processing</b>				
	business ID		business ID	
	address		address	
<b>4. Subject of processing</b>	For what purpose is personal data processed? Provide a general description of the link between personal data processing and the subject of the main agreement:			
	<ul style="list-style-type: none"> <li></li> </ul> What type of personal data processing will the sub-processors listed in section 3 carry out? <ul style="list-style-type: none"> <li></li> </ul>			
<b>5. Legal basis of personal data processing</b>	The purpose of personal data processing is determined in accordance with the legal basis indicated in the General Data Protection Regulation (EU 2016/679):			
	<input type="checkbox"/> <b>Point (a) of Article 6(1) of the EU General Data Protection Regulation:</b> the data subject has given <i>consent</i> to the processing of his or her personal data for one or more specific purposes.		<input type="checkbox"/> <b>Point (b) of Article 6(1) of the EU General Data Protection Regulation:</b> the processing is necessary <i>for the performance of a contract</i> to which the data subject is party or in order to take steps at	

		the request of the data subject prior to entering into a contract.
	<input type="checkbox"/> <b>Point (c) of Article 6(1) of the EU General Data Protection Regulation:</b> processing is necessary <i>for compliance with a legal obligation</i> to which the controller is subject.	<input type="checkbox"/> <b>Point (d) of Article 6(1) of the EU General Data Protection Regulation:</b> processing is necessary in order <i>to protect the vital interests</i> of the data subject or of another natural person.
	<input type="checkbox"/> <b>Point (e) of Article 6(1) of the EU General Data Protection Regulation:</b> the processing is necessary <i>for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.</i>	<input type="checkbox"/> <b>Point (f) of Article 6(1) of the EU General Data Protection Regulation:</b> processing is necessary <i>for the purposes of the legitimate interests</i> pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.
<b>6. Personal data will be processed as follows</b>	<input type="checkbox"/> collection	<input type="checkbox"/> viewing
	<input type="checkbox"/> recording	<input type="checkbox"/> use
	<input type="checkbox"/> storage	<input type="checkbox"/> erasure and destruction
	<input type="checkbox"/> organisation	<input type="checkbox"/> alignment or combination
	<input type="checkbox"/> adaptation, alteration	<input type="checkbox"/> restriction
	<input type="checkbox"/> retrieval	<input type="checkbox"/> other:
<b>7. Categories of data subjects</b>	The personal data processed pertains to the following categories of data subjects:	
	<input type="checkbox"/> customers	<input type="checkbox"/> employees
	<input type="checkbox"/> minors	<input type="checkbox"/> other:
<b>8. Personal data processed</b>	The personal data processed comprises the following categories of personal data:	
	<b>Basic information (always fill in this section)</b>	
	<input type="checkbox"/> name	<input type="checkbox"/> address
	<input type="checkbox"/> telephone number	<input type="checkbox"/> email address
	<input type="checkbox"/> date of birth	<input type="checkbox"/> age
	<input type="checkbox"/> personal identity code	<input type="checkbox"/> gender
	<input type="checkbox"/> unique identifier of the person in the system	<input type="checkbox"/> professional title
	<input type="checkbox"/> photo	<input type="checkbox"/> video recording
	<input type="checkbox"/> audio recording	<input type="checkbox"/> location data

	<input type="checkbox"/> other:	
	<b>Special categories of personal data as specified in the GDPR</b>	
	<input type="checkbox"/> data concerning health	<input type="checkbox"/> racial or ethnic origin
	<input type="checkbox"/> religious or philosophical beliefs	<input type="checkbox"/> criminal convictions and offences or related security measures
	<input type="checkbox"/> processing of genetic or biometric data for the purpose of uniquely identifying a person	<input type="checkbox"/> data concerning a person's sex life or sexual orientation
	<input type="checkbox"/> trade union membership	<input type="checkbox"/> political opinions
	<b>Basis for processing of special categories of personal data</b> Point of Article 9(2) of the EU General Data Protection Regulation	
	<b>Other data subject to secrecy according to Finnish law</b>	
	<input type="checkbox"/> <b>social welfare client data</b> social welfare data recorded in a social welfare client register	
	<input type="checkbox"/> other:	
	<b>More specific employee data</b>	
	<input type="checkbox"/> user ID	<input type="checkbox"/> education
	<input type="checkbox"/> employment relationship data, e.g. work history, recruitment and employment termination data	<input type="checkbox"/> other:
	<b>Financial data</b>	
	<input type="checkbox"/> bank account number	<input type="checkbox"/> income
	<input type="checkbox"/> salary, wages	<input type="checkbox"/> allowances, grants
	<input type="checkbox"/> loans	<input type="checkbox"/> insurance data
	<input type="checkbox"/> other:	
	<b>Technical identification data</b>	
	<input type="checkbox"/> IP address	<input type="checkbox"/> operation and disclosure log data
	<input type="checkbox"/> technical identifiers	<input type="checkbox"/> metadata
<input type="checkbox"/> facility and system monitoring data	<input type="checkbox"/> other:	
<b>Other personal data</b>		
<input type="checkbox"/> other:		
<b>9. Location of personal data processing</b>	Personal data processing (including access to personal data, support and customer services, data storage locations) will take place in the following countries or areas:	
	<input type="checkbox"/> <b>Finland</b>	
	<input type="checkbox"/> <b>European Union (EU) or European Economic Area (EEA)</b>	<input type="checkbox"/> <b>Other</b> There must be special grounds for transfers:

	<b>More specific details with regard to the EU/EEA or another area:</b> <ul style="list-style-type: none"><li>• More specific geographical location of the data centres, as well as cloud services if applicable, used for providing the service, as well as the data stored:</li><li>• Access points/connections (e.g. server maintenance) to the data or data centre environment:</li><li>• Geographical location of backup copies:</li><li>• Access points/connections (e.g. server maintenance) to the backup copies:</li></ul>												
<b>10. Personal data will be processed in the following systems/ software/ services</b>	List the systems/software and services/cloud services where personal data processing will take place: <ul style="list-style-type: none"><li>•</li></ul>												
<b>11. Duration of processing</b>	Duration of personal data processing:  Duration of the personal data processing carried out by the sub-processors listed in section 3: <ul style="list-style-type: none"><li>•</li></ul>												
<b>12. Period of validity</b>	This description of processing activities shall enter into effect on the date of signing of the Main Agreement and remain in effect for as long as services will be provided in accordance with the Main Agreement, unless otherwise agreed upon by the Parties.												
<b>13. Signatures</b>	<p>This description of processing activities has been drawn up in two (2) identical copies, one for each Party. Signed duplicates delivered are equally binding as an original signed copy.</p> <table border="1"><tr><td colspan="2">place and date</td></tr><tr><td colspan="2"></td></tr><tr><td></td><td></td></tr><tr><td colspan="2">place and date</td></tr><tr><td colspan="2">City of Helsinki</td></tr><tr><td></td><td></td></tr></table>	place and date						place and date		City of Helsinki			
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