



Catholic Church in Finland

## DATA PRIVACY NOTICE 8.6.2018

### 1. Your personal data – what is it?

The processing of personal data is governed by the European Union General Data Protection Regulation (the “**GDPR**”).

**Personal data** is any information that may serve to identify, directly or indirectly, a natural person who is also called the **data subject**.

**Processing** is any manual or automatic operation performed on personal data (e.g. collecting, storing, using, sending, deleting).

The Catholic Church in Finland is the **Controller** of the personal data it collects. This means it determines the purposes and means of the processing of these personal data.

### 2. Who are we?

The Catholic Church in Finland is part of the worldwide Catholic Church, under the spiritual leadership of the Pope in Rome.

It is formed by only one Diocese, the Catholic Diocese of Helsinki, which comprises the whole of Finland, and is made up of eight different Parishes:

- Saint Henry’s Cathedral Parish, Helsinki.
- Saint Mary’s Parish, Helsinki.
- Saint Birgitta and Blessed Hemming’s Parish, Turku.
- Saint Olav’s Parish, Jyväskylä.
- Holy Cross Parish, Tampere.
- Saint Ursula’s Parish, Kouvola.
- Holy Family Parish, Oulu.
- Saint Joseph’s Parish, Kuopio.

### 3. How do we process your personal data?

The Catholic Church in Finland complies with its obligations under the “GDPR” by processing data lawfully, fairly and in a transparent manner; by collecting personal data only for specified, explicit and legitimate purposes; by no further processing those personal data in a way incompatible with those purposes; by keeping personal data up to date; by collecting personal data adequate, relevant and limited to those which are necessary in relation to the purpose of the processing; by retaining personal data for no longer than is necessary; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To administer membership records;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including records of Sacraments, Parishes’ Archives and the Archive of the Diocese).
- To inform you of news, events, activities and services that will be occurring in the Diocese and in which you may be interested.

### 4. What is the legal basis for processing your personal data?

When processing personal data at least one of the following applies:

- Processing is based on explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan and parochial events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is necessary for the performance of a contract 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;
- Processing is carried out by a not-for-profit body with religious aim provided:
  - the processing relates solely to the members or former members or to persons who have regular contact with it in connection with its purposes; and
  - the personal data are not disclosed to a third party without the consent of the data subjects;

## 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Church for purposes connected with the Church. We will only share your data with third parties outside of the Diocese with your consent.

We keep all your personal data in Finland. We may also keep them in secured services located in other countries of the European Union.

## 6. How long do we keep your personal data?

We retain data related to Sacraments (e.g. Baptisms and Marriages) and data stored in both the Parishes and Diocese's Archives permanently.

Payroll data and other employment related documentation are retained for a period of 7 years after the employment relationship has been terminated.

Personal data concerning Church members is retained permanently.

Personal data, other than data associated with Sacraments, related to former Church members and persons who have a regular contact with the Church is retained for a period of 7 years after the last contact has been made.

Personal data obtained by consent as it is described in the GDPR (e.g. newsletter subscription, Fides Magazine subscription) is retained until consent withdrawal by the data subject.

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to obtain confirmation as to whether personal data concerning you are being processed;
- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

- The right to object to the processing of personal data, where they are processed for direct marketing;
- The right to object to the processing of personal data, where they are processed for the purposes of scientific/historical research and statistics;
- The right to lodge a complaint with the Finnish Data Protection Authorities (see point “9. Contact details” for more information).

If the processing is based on data subject’s consent as defined in the GDPR:

- The right to withdraw your consent to the processing at any time

If the processing is based on data subject’s consent as defined in the GDPR or is necessary for the performance of a contract with the data subject and in either case the controller processes the personal data by automated means:

- The right to receive your personal data in a structured, commonly used and machine-readable format and right to transmit those data to another controller;
- The right to have the personal data transmitted directly from one controller to another, where technically feasible.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries and complaints please in the first instance contact us at:

**Catholic Church in Finland**, Rehbindarintie 21, 00150 Helsinki, Finland. Telephone: +358 96 87 7460. E-mail: [tietosuoja@katolinen.fi](mailto:tietosuoja@katolinen.fi). Website: <https://katolinen.fi>

You can also contact the Finnish Data Protection Authorities at:

**Office of the Data Protection Ombudsman**, P.O. Box 800, FIN-00521, Helsinki, Finland. Telephone: +358 29 5666700. Email: [tietosuoja@om.fi](mailto:tietosuoja@om.fi). Website: [www.tietosuoja.fi](http://www.tietosuoja.fi)