

# Helsinki University Museum Flame, Observatory and Art Room

Contact details for enquiries concerning the processing of data

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## Why do we process personal data?

At the Helsinki University Museum Flame, personal data are processed for the following purposes:

### Customers and collaboration partners

- Registering for and organising museum events (e.g., guided tours, public events, workshops, lectures, camps)
- Receiving and organising facility bookings
- Administering agreements on archive use
- Processing image requests
- Invoicing
- Organising competitions and prize drawings
  
- Distributing information on museum services and operations as well as other communication (e.g., posting Christmas cards)
- Receiving and drawing up feedback and opinion surveys
- Administering research permits

### Museum collections

- Administering museum collections (e.g., owners, photographers, persons appearing in the collections)
- Administering data on collection donors, lenders and borrowers
- Administering users of the collection maintenance system

### Museum staff

- Recruiting staff and on-demand employees, agreeing on work shifts and paying fees (fee-based employees, trainees)

## What are the legal grounds for the processing?

The processing of personal data relating to customers and collaboration partners is based on consent, a contractual relationship or legitimate interests.

In the case of collections, the processing of personal data is necessary for archiving purposes in the public interest.

In the case of staff, the processing of personal data is based on consent or a contractual relationship.

## What data are being processed?

### Customers and collaboration partners

- Name
- Employer and title, if any
- Contact details, including phone, email and postal address
- Events: Information on allergies and special diets, and with regard to children, their ages and the contact details of guardians

### Museum collections

Data relating to collections, including

- Name
- Date of birth, date of death, other dates relating to the person's lifespan
- Gender
- Photos, videos and other material related to the person
- Education, profession
  
- Places of study, work and residence
- Names of family members, as well as their dates of birth and death
- Data belonging to special categories of personal data (e.g., person's health, political opinions, religious or philosophical beliefs)

Data on donors and lenders:

- Name
  
- Job title, degree, retiree
- Employer (if donation is made on behalf of the employer)
- Contact details, including phone, email and postal address
- Donor's connection to the original owner of the donated material (e.g., family relation)

User data in the collection management system:

- Name, username, employer, date of birth, and other data provided by the user

### Museum staff

- Name
- Contact details, including phone and email

## Sources of personal data

Museum customers, collaboration partners or donors provide their data independently (e.g., by filling a form or by email).

Data relating to the collections can be obtained from other archives, customers, collaboration partners or public sources. Donors provide information on the person whose property the donated material originally was.

## Storage periods

Contact details relating to on-demand employees as well as events, prize drawings, feedback, communication, facility booking and invoicing are stored for as long as they are necessary for the planning and organisation of operations.

Data relating to collections are stored permanently.

## To whom are your data disclosed?

As a rule, data on customers and collaboration partners are not disclosed outside the Museum. Data can be disclosed to collaboration partners, for example, for the purpose of organising joint events.

Data relating to the collections and donor data are disclosed in accordance with the general practices of museum operations. With the consent of donors, their contact details can be disclosed for research use or to another party requesting further information.

The names and contact details (phone number) of on-demand employees can be disclosed to other on-demand employees.

## Are data disclosed outside the EU?

As a rule, personal data are not disclosed outside the EU. Personal data may be disclosed outside the EU when using an external service provider, for example, for surveys or registration. In such cases, the applicable safeguards are implemented (e.g., standard contractual clauses approved by the European Commission).

Copies of material included in the collections and data relating to the collections can be disclosed outside the EU as well.