

## **Information about personal data filing system**

### **1. Name of the filing system**

Attendance registers for Attractiveness and Advocacy group meetings, seminars, conferences, congresses, receptions, parties, stakeholder events and other individual events requiring registration

### **2. Purpose of personal data processing**

The register is used to process participation data and numbers of events requiring registration and organised by the City of Tampere alone or in cooperation with partners, to the extent required for the organisation of the event.

### **3. Data controller**

City of Tampere, business ID FI02116752

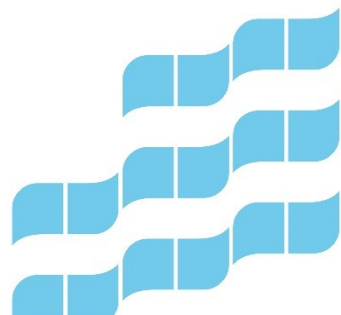
### **4. Individual responsible for the filing system: name, position, and contact information**

Anna-Kaisa Heinämäki, Executive Director of Attractiveness and Advocacy,  
firstname.lastname@tampere.fi

City of Tampere

PO Box 487, FIN-33101 Tampere

### **5. Filing system contact person and contact information**



Minna Merikoski, phone + 358 40 841 6917, firstname.lastname@tampere.fi

## 6. Processing of personal data is outsourced on agreement

No

Yes

In some cases, part of the processing of personal data may be carried out by an external service provider or partner. Such cases, for example, are events where the event registration and/or invoicing are outsourced to event production companies. In these cases, the City of Tampere ensures that the data is not disclosed to third parties, that the data is used only for the event purposes and that the register is deleted as soon as the data is no longer needed for the event production.

## 7. Legal basis for the processing of personal data

A)

Public interest / Exercise of official authority

Please specify:

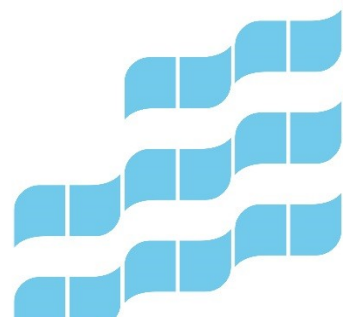
Legal obligation

Governing legislation

Consent

Performance of a contract

B)



The filing system belongs to an obligatory function of the public administration

The filing system belongs to a voluntary function of the public administration

C) Data in the filing system are used for automated individual decision-making, including profiling

No

Yes

Please specify:

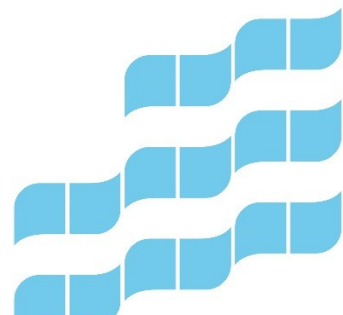
## **Personal data, data sources and data disclosure**

### **8. Personal data in the filing system**

The filing system includes participants, performers and any exhibitors of the event. Depending on the nature of the event, the personal data collected include the name of the organisation, the name, job title (and country of origin, in some cases) of the data subject, contact details, any payment details (and sometimes, if necessary, information on the guest accommodation, travel, mobility and other participation data).

With regards to certain events where food is served, information about dietary restrictions and allergies is collected. All such information will be deleted from the register after the event has passed.

### **9. Filing system data maintenance systems (name(s) of system(s) or application(s))**



Microsoft 365 Copilot, Eventilla (event management system), sometimes another event management system used by a partner.

**10. Filing system contains hard copy (paper) material**

No

Yes

**11. Data sources**

The information given by the participant when registering, different public data sources like organisations' websites, and in some cases other personal data filing systems (e.g. CRM).

**12. Data protection principles**

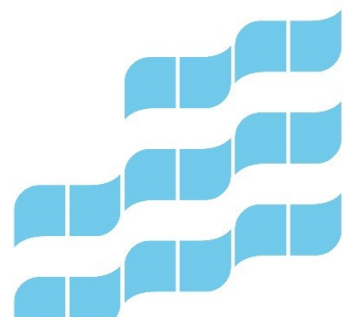
The storage, archiving, deletion, and other processing of data are governed by archiving plans, data protection guidelines and information security guidelines.

**13. Disclosure of personal data**

Regular disclosure of personal data

No

Yes



The data controller's informing the data subject

EU's General Data Protection Regulation,  
(2016/679), Articles 13 and 14

5 (5)

**14. Transfer of personal data to a third country or to an international organisation (outside the EU or European Economic Area (EEA))**

No

Yes

**15. Personal data storage periods/criteria for determining storage period**

Storage is carried out in accordance with the City of Tampere archiving plans.

**16. Data subject's rights**

The rights of the data subject and instructions on how to exercise them are described on [Data protection and information management | www.tampere.fi](https://www.tampere.fi) and are also available at the City registry office.

