



1. Controller	City of Jyväskylä, Business and Employment Committee Responsible person: Director of Operations Ari Tolonen, +358 40 556 7822
2. Registry Contact Persons	Contact Person MILEstone Project (1 March 2023 – 31 May 2027), Project Manager Satu Hovisalmi, +358 40 585 0979.
3. Data Protection Officer	Data Protection Officer for Business and Employment Services Anne Hämäläinen, +358 50 384 7562 Data Protection Officer of the City of Jyväskylä Liina Kuusela P.O. Box 193 40101 JYVÄSKYLÄ Tel. +358 50 431 4315 Email: tietosuoja@jyvaskyla.fi
4. Name of the Register	Personal Data Register of the MILEstone Project (Interreg Europe)
5. Purpose and Legal Basis for Processing Personal Data	<p>1) The legal basis for processing personal data in projects funded by Interreg Europe is the controller's statutory obligations (GDPR Article 6(1)(c)). The achievement of the project's objectives is monitored by collecting information about individuals participating in the projects.</p> <p>The collection of personal data is based on Article 69 of the European Union Regulation (EU 1060/2021) and the national Act on Regional Development and Funding of Projects under the European Union's Regional and Structural Policy (757/2021).</p> <p>2) Another legal basis for processing personal data is the data subject's consent. The purpose of the register is to maintain contact details and other essential background information, as specified in section 6, of individuals participating in the Pilot Action measures of the MILEstone project. This ensures smooth service delivery, project communication, and the necessary interactions required by the project. The data subject has given consent for the processing of their personal data (GDPR Article 6(1)(a)).</p> <p>Additionally, the register supports statistical reporting (project measures, number of individuals participating in project measures).</p> <p>The processing of personal data is based on the EU General Data Protection Regulation and is subject to the EU General Data Protection Regulation (EU 679/2016) and the national Data Protection Act (1050/2018).</p>
6. Contents of the Register	As the data controller, we may process the following personal data when necessary: Registration details of individuals participating in the project's activities and related personal information, such as the person's name, email address, phone number, information about the educational institution where they study or the company where they work, employment history, educational background, and interests related to career development.



7. Regular Sources of Data	The data subject themselves.
8. Regular Data Disclosures	<p>Project Management System: Interreg Europe Portal https://portal.interregeurope.eu/login</p> <ul style="list-style-type: none">- We may disclose your data to a requesting party in accordance with the Act on the Openness of Government Activities.- We do not disclose your data for direct marketing purposes or for market and opinion research. <p>Interreg Europe Portal Terms and Conditions</p> <ul style="list-style-type: none">- https://portal.interregeurope.eu/terms-and-conditions- For more information on the processing of personal data in the Interreg Europe Portal system, please contact: info@interregeurope.eu.
9. Regular Data Transfers Outside the EU/EEA	As the data controller, the City of Jyväskylä does not transfer personal data outside the EU or EEA.
10. Retention Period and Its Basis	<p>In accordance with Article 82 of the Common Provisions Regulation (EU) 2021/1060 (the Framework Regulation for EU Structural Funds 2021–2027), each project partner must archive project-related documents for a minimum period. These documents must be retained for at least five years from 31 December of the year in which the managing authority made its final payment to the project. As the data controller, the City of Jyväskylä retains participant data from events for at least five years, calculated from the beginning of the year following the year in which the project's final payment was made.</p> <p>During the project, data are processed in the City of Jyväskylä's Apila system. After project completion, working files are deleted from Apila and the project documents are archived in the city's electronic archives.</p>
11. Principles of Register Protection	<p>The data in the register may only be used for the purpose described in this privacy notice.</p> <p>The register's content is primarily in digital form. Manual documents are printed only when necessary, and paper copies are destroyed after use. Documents are stored in a locked space protected from unauthorized access.</p> <p>Personal data may only be processed by employees, officials, or technical maintenance personnel whose specific job duties require such processing. Data may only be handled to the extent necessary for the performance of those duties. Access to the data is restricted through role-based personal permissions, ensuring protection against unauthorized or incompatible processing.</p>



	<p>In addition, all city employees are bound by confidentiality obligations and must familiarize themselves with data protection and security guidelines. Staff are regularly trained, and compliance with these guidelines is monitored as part of internal control. Access to information systems requires personal user credentials.</p> <p>During the project, data are processed in the City of Jyväskylä's Apila system (SharePoint, on-premises), where workspace permissions are personal and based on job responsibilities.</p>
12. Rights of the Data Subject	<p>The data subject has the following rights:</p> <ul style="list-style-type: none">- the right to receive information about the processing of personal data- the right to access their own data- the right to rectify data- the right to restrict the processing of data- the obligation to notify regarding the rectification or restriction of personal data- the right not to be subject to automated decision-making without a legal basis <p>The privacy notice is available on the City of Jyväskylä's website. The data subject has the right to know what information has been recorded about them and whether the data has been processed unlawfully. More information about the data subject's rights can be found (in Finnish) on the Jyväskylä City website.</p>
13. Right to Information on Personal Data Processing	<p>This privacy statement serves as an information document regarding the processing of personal data</p>
14. Rekisteröidyn oikeus saada pääsy tietoihinsa	<p>The data subject has the right to know whether their information has been stored in the personal data register and what information about them is contained in the register.</p> <p>The right of access is free of charge once per year. The individual must submit an inspection request specifying the data to be reviewed. Instructions and a form for submitting requests are available on (in Finnish) on the Jyväskylä City website.</p> <p>If, in exceptional cases, the right of access is denied, the customer will receive a written certificate of refusal. The certificate will state the reasons why the right of access was denied. The data subject may refer the matter to the Data Protection Ombudsman.</p> <p>The right of access is free of charge once per year. In addition, the individual has the right to request the correction of inaccurate information concerning them. The right of access is based on the General Data Protection Regulation (GDPR) EU 2016/679, Article 6(1)(c). Other rights related to the processing of personal data can be found (in Finnish) on the Jyväskylä City website.</p>
15. Right to Lodge a Complaint with a Supervisory Authority	<p>The data subject has the right to lodge a complaint with the supervisory authority if they consider that the processing of their personal data violates</p>



CITY OF JYVÄSKYLÄ

**Business Development and
Employment Services**

PRIVACY STATEMENT

EU General Data Protection Regulation 2016/697

Data Protection Act 1050/2018

Date of creation: 13.11.2025

the EU General Data Protection Regulation or national laws and regulations governing data protection. Contact details of the supervisory authority:

Office of the Data Protection Ombudsman

P.O. Box 800

FI-00521 HELSINKI

Visiting address:

Ratapihantie 9, 6th floor

FI-00520 HELSINKI

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Email: tietosuoja@om.fi