

**DESCRIPTION OF THE FILE**  
**Personal Data Act (523/1999) section 10**

**Date of drafting: 1 March 2016**

Use an enclosure if necessary.

1. Controller	<p>Name</p> <p>The Finnish Defence Forces</p> <hr/> <p>Contact information (address, tel. etc...)</p> <p>Defence Command Public Information Division, PO Box 919, FI-00131 HELSINKI</p> <p>Telephone +358 (0)299 800, info@mil.fi</p>
2. The person in charge and/or contact person	<p>Name</p> <p>Head of Digital Communications Anna Lind</p> <hr/> <p>Contact information (address, tel. etc...)</p> <p>Defence Command Public Information Division, PO Box 919, FI-00131 HELSINKI</p> <p>+358 (0)299 500723 firstname.lastname@mil.fi</p>
3. Name of the register (should describe the content)	<p>User register of the Finnish Defence Forces' media service (media representatives) and list of people to invite to press conferences.</p>
4. The purpose for processing the personal data / the purpose for the use of a register  (If the processing of personal data is outsourced [external service providers are used for the processing], a mention about it can be included to this point)	<p>The purpose of the data file is to identify media representatives and grant them access to the online service intended for the media, i.e. the Finnish Defence Forces' media service (Puolustusvoimien mediapalvelu). Approved users of the service gain access to the services and materials provided on the Finnish Defence Forces' media service website.</p> <p>Invitations to press conferences are sent through the same service.</p> <p>Data is collected to ensure that users of the media service and those invited to press conferences and other information events held by the Finnish Defence Forces are representatives of the media.</p> <p>The data contained in the file is used by the communications branch of the Defence Forces to serve the media.</p> <p>The media service, which forms the data file, is a supplementary part of the Finnish Defence Forces' website mil.fi.</p>

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<p>5. Content of the register</p> <p>(For instance: name, address and telephone number of the data subject)</p>	<p>Personal data  First name* Last name*  Nationality*  Date of birth*  Contact information  E-mail address*  Mobile phone number* Postal address  Street address* Postal code* City* Country*  Media organisation represented*  Task*  Whether or not representatives of the same media organisation may register for events (determined based on the e-mail address).  Does the party in question wish to be invited to press conferences.</p>
<p>6. Regular sources of information *</p> <p>(Which data is received, by whom and on what ground. For instance: consent or provision of a law)</p>	<p>The information is provided by the service user with his/her own consent.</p>
<p>7. Regular destinations of disclosed data and</p>	<p>No disclosure of data outside the EU or EEA area. No data will be disclosed to parties outside the organization of the Finnish Defence Forces.</p>
<p>8. whether the data is transferred to countries outside the the European Union or the European Economic Area</p>	<p>No disclosure of data outside the EU or EEA area.</p>
<p>9. The principles how the data file/register is secured.</p>	<p>A. Manual register (place of storage and the methods of protection)</p>

B. Data register/ADP register (principles for the right to use a register, monitoring of the use and actual protection of hardware)

The data file will not be disclosed to third parties. The data contained in the file is used by the communications branch of the Defence Forces to serve the media.

The media service, which forms the data file, is a supplementary part of the Finnish Defence Forces' website mil.fi.

The data file has been secured in the same way as the joint publication platform of the entire State organisation (Government ICT Centre Valtori manages the arrangement and is responsible for its functionality and legality).