

Drawing up date: 25.8.2021
Personal Data Act (523/1999)

DATA PROTECTION POLICY OF THE INTERNATIONAL ARCHIVE OF CHILDREN'S AND YOUNG PEOPLE'S ART

1. Register keeper

Art Centre for Children and Young People Foundation
Y-tunnus 0451072-9

Address: Art Centre for Children and Young People Foundation
Kankurinkatu 4–6, B11
05800 Hyvinkää

Telephone: +358 (0)50 467 8308

2. Contact person in issues concerning the register

Päivi Venäläinen
Executive manager

Art Centre for Children and Young People
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3. Purpose of personal data handling

Personal data handling is needed to carry out the task of the Art Centre for Children and Young People Foundation. According to its task, the foundation maintains the international archive of children's and young people's art.

The register is used to collect and maintain the personal data of those who have handed over the works and to contact the authors. The work can be handed over by the author or some other party, e.g. school. Both the party collecting the data and the party handing over the data have their own practices, instructions and a law-based cause and purpose for collecting the data.

The register is used to collect and maintain the personal data of those researching the archive's material and to communicate with them, too.

Data protection regulations are applied to the personal data of living people only.

4. Register's data content

Person handing over art work

Art work donor's name, address, age of the author, date of birth and gender (optional), year and country of the work's making are collected for the register. Permission to photograph the work and to publish the photograph may be included in the register, too. The aforementioned personal and other data available when archiving the work or/and the data needed for the project are collected for the register. The party handing over the data is responsible for the correctness and content of the data.

In question of a minor donor the guardian's or the contact person's personal data: name, address, e-mail address and telephone number can be asked for on occasion. Besides these some individualised data fields defined by the event organizer may be collected.

Art Centre for Children and Young People Foundation commits to follow special caution when handling the minors' data.

Archive's user

The personal data: name, e-mail address and telephone number of the person using the archive are collected. The data concerning the purpose for using the archive and the extent and duration of the access are collected, too.

The aforementioned personal and other data available when archiving the work or/and the data needed for the project and securing our legal protection are collected for the register. The party handing over the data is responsible for the correctness and content of the data.

5. Regular data sources

Data concerning a person or a work/works are handed over by the persons themselves and/or the custodians and/or the other party having signed up the person in a competition, exhibition or some other event. The other parties handing over the data maintain their own registers, and they have their own law-based cause and purpose for collecting and keeping the data.

6. Regular data disclosure

Other parties have access to archive's material and its data for exhibition and research uses. The data are not released to third parties for marketing purposes. If exhibition, research or other use does not require precise personal data, it is possible to anonymize or pseudonymize the data.

The register keeper administers the archiving system. The data can be shared within the register keeper's organisation.

7. Data transfer outside EU or EEA

The register keeper does not transfer the data outside European Union or European Economic Area. The data can be used for exhibition or research purposes outside EU or EEA.

8. Register's protection principles

The register is kept up with care and it is protected with usernames and passwords. The data are copied as backup regularly and can be recovered when needed.

The register keeper digitizes a part of the archive's material. Some material is set for free use on the Internet and some for restricted use on the premises of the International Archive of Children's And Young Peoples Art.

The register keeper and the persons separately named are the only ones having access to the register. Only the aforementioned have the right to handle and keep up the data saved in the register whether it is saved automatically or manually.

The register keeper follows strictly the secrecy requirements. The personal data is reported only on a legal obligation to inform the data, e.g. on individual's or authority's law-based request.

The references and the data digitized from the material on paper are managed in the following systems:

- Art Centre for Children and Young People Foundation's archive
- Web Exhibitions (the material from the international exhibitions of children's and young people's art)

9. Automated profiling

The register keeper does not use automated decision making and profiling.

10. Generation exhibitions' material

The register keeper saves the digital application forms and the photos of the works, used to apply for Amos Rex art museum's Generation exhibitions. When applying for the Generation exhibition, a participant approves of saving the application form in the archive of Art Centre for Children and Young People Foundation. Generation exhibitions' material is saved for research purpose only. The researchers get temporary usernames for utilizing the archive's material.

11. Register's validity time

The register is valid for now and the data are kept mainly as a permanent element of the archive.

12. Rights of the registered

The registered owns the following rights:

A right to check the data

The registered persons own the right to check their data, person in charge: the producer.

A right to request the data correction

The registered persons own the right to ask to correct their data by e-mail, person in charge: the producer.

A right to request the data removal

The registered persons own the right to ask to remove their data from the register by e-mail, person in charge: the producer

The registered persons own the rights set in the European Union's general data protection regulation, too. The requests concerning the personal data handling are to be sent in writing to the register keeper. The register keeper has a right to ask the requester to prove his/her identity. The register keeper answers the requester in time set in the European Union's general data protection regulation (usually within one month).