

## **PROCESSING OF PERSONAL DATA IN THE POSTAL MUSEUM LIBRARY**

The purpose of this document is to inform the Postal Museum Library's customers about the processing of their personal data in the library's operations. This communication is based on the EU General Data Protection Regulation (679/2016).

### **Data controller and contact information**

The Finnish Postal Museum Foundation  
Kelloportinkatu 2C  
33100 Tampere  
Finland

[kirjasto@postimuseo.fi](mailto:kirjasto@postimuseo.fi)

Contact person for issues concerning the processing of personal data:

Maria Pietilä, telephone +358 50 546 0124.

### **Purpose and legal grounds for the processing of personal data**

Borrowing material from the Postal Museum Library requires the registration of customer data in the library system Koha. The customer data is used for loan management at the library.

The grounds for the processing of personal data are the legitimate interest of the data controller.

### **The following data on customers are stored in the register**

#### **Personal and contact details**

Name, postal address, telephone number and email address.

## **Loan details**

Volumes currently on loan and reserved, fines for late returns, unpaid invoices, indications of unusual borrowing periods and the most recent date an item was borrowed.

## **Details required for using the online interface (optional)**

Customer ID and PIN.

## **Sources of personal data**

We receive personal and contact details and updates from customers. The loan data are stored in the system when customers borrow, renew and reserve items and when the borrowing period has expired.

## **Processing personal data**

Personal data is processed by the employee responsible for the Postal Museum Library and their replacement.

## **Period for which the personal data will be stored**

We store the data for as long as the data subject remains a customer of the library. We remove the data of customers who no longer have an active relationship with us from the register once a year. The customer relationship is considered non-active when more than five years have passed since the last borrowed item was returned.

## **Disclosure of personal data**

Generally, personal data will not be disclosed to any parties outside the Postal Museum. In serious cases for the collection of debts, personal data may be disclosed to authorities in Finland.

## **Protecting personal data**

The library database containing customer data is stored on a firewall-protected server in a locked space. The database can only be accessed from the Postal Museum's internal network using individual user IDs.

The processing of customer data is recorded in a log contained in the software, which cannot be turned off.

Customer data is not stored on any other storage media.

## **Rights of data subjects**

Library customers have the right to access their personal data stored in the library system. A request to access the data can be submitted in person at the Postal Museum Library or in writing.

The personal data stored will be provided as a printout from the system.

Customers have the right to request that their data be rectified or erased, or that the processing of their personal data be restricted. Customers also have the right to object to the processing of their personal data.