



## Processing of personal data

You have been referred or admitted to the Assistance System for Victims of Human Trafficking (hereafter referred to as the assistance system). As a client of the assistance system you have the right to access statutory\* services offered to trafficking victims. We at the assistance system can also give you advice and guidance in other matters within the assistance system's field of operations. We will assess your need for help individually and offer you assistance on the basis of the assessment, in accordance with valid legislation.

If you are an asylum seeker in Finland, you can also receive reception services intended for asylum seekers. If you wish, you can ask your reception centre for more information on the processing of your personal data in reception services. If you have a home municipality in Finland, the welfare services county, in the area where your home municipality is located, is responsible for providing you with services for trafficking victims. If you wish, you may ask your welfare services county for more information on the processing of your personal data in social welfare and health care services.

Personal data is processed by the assistance system in accordance with the General Data Protection Regulation of the European Union and Finland's national legislation.

Initially, the assistance system obtains your personal data from you and/or from the authority or other operator who refers you to the assistance system, or from a written proposition sent to the assistance system. Your data are supplemented later during the time you are a client of the assistance system. The processing of your personal data is always connected to the statutory duties of the assistance system, and your personal data are always processed securely and only in the purpose they were originally collected for. Your personal data are disclosed only with your consent or in compliance with valid legislation if the right of access requirement is met.

\*Act on the Reception of Persons Applying for International Protection and Identifying and Assisting Victims of Trafficking in Human Beings

### Processing of personal data in registers and information systems

#### **The use of the electronic case management system for immigration affairs in the operation of the Assistance system**

The assistance system uses the electronic case management system for immigration affairs in its operation. All persons referred and admitted to the assistance system are registered in the case management system. In the case management system, your data are processed in order to make decisions concerning your admittance to the system, the termination of your client relationship, and your possible reflection period. Your data are processed in order to organise, plan, carry out, and monitor services aimed at helping you and to control their quality, as well as to decide on the authority responsible for the services. Your data may also be processed for the purpose of planning, carrying out, monitoring, supervising, and compiling statistics of services aimed at helping victims of human trafficking.

The data may be processed electronically or manually on paper. In situations where a danger, disturbance or anomaly is reported and when consequent measures are taken, your personal data may be processed in a separate information system that exists for this purpose

(this concerns only those clients of the assistance system who are accommodated at a reception centre).

- You can find the privacy statement of the processing of personal data in the assistance system on the website [ihmiskauppa.fi](http://ihmiskauppa.fi).
- If you wish to get more information on the processing of personal data, contact the assistance system for victims of human trafficking by email: [ihmiskauppa.auttamisjarjestelma@migri.fi](mailto:ihmiskauppa.auttamisjarjestelma@migri.fi).

### **Patient register of reception services**

If you receive health care services arranged by the assistance system, you will be registered in the patient register of the reception services (this does not concern persons who have a home municipality in Finland). Your personal and patient data are processed in the patient register when you have an initial health check or other health care procedures conducted by a health care professional working for the assistance system or by a health care unit appointed by the assistance system. Your data may be processed for the purpose of planning, arranging, carrying out, monitoring, supervising, and compiling statistics of health care services.

- You can find the privacy statement for the patient register of reception services at [migri.fi/data\\_protection](http://migri.fi/data_protection).
- If you wish to get more information on the processing of patient data, contact the assistance system for victims of human trafficking by email: [ihmiskauppa.auttamisjarjestelma@migri.fi](mailto:ihmiskauppa.auttamisjarjestelma@migri.fi).

### **Risk management system Granite**

The risk management system Granite is used for reporting dangerous, disturbing or threatening situations at reception centres and for recording the consequent measures taken. Events that have or may have an effect on the safety of the staff, clients or environment of the reception centre are considered as dangerous, disturbing or threatening situations.

- You can find the privacy statement of the processing of personal data in reception operations at [migri.fi/data\\_protection](http://migri.fi/data_protection).
- For more information on the processing of personal data in the risk management system, contact the assistance system for victims of human trafficking by email: [ihmiskauppa.auttamisjarjestelma@migri.fi](mailto:ihmiskauppa.auttamisjarjestelma@migri.fi).

### **Payment card register**

If you are paid reception allowance, the assistance system will give you a payment card. The assistance system is also responsible for the granting and payment of the reception allowance. The payment card register is used for planning, implementing and supervising matters related to payment cards. You will be provided with more detailed information on payment cards when you are given a payment card.

- You can find the privacy statement of the payment card register at [migri.fi](http://migri.fi).
- For more information on the processing of personal data in relation to payment cards, contact the assistance system for victims of human trafficking by email: [ihmiskauppa.auttamisjarjestelma@migri.fi](mailto:ihmiskauppa.auttamisjarjestelma@migri.fi).

## Right of access to personal data

Upon request, you have the right to be provided with access to the personal data recorded and processed concerning you, or the information that your data is not being processed. You can request the information personally from the Controller as follows:

- by sending your request by letter to the Controller's address given in the privacy statement
- by visiting a representative of the staff of the assistance system of human trafficking in person.

You may be denied access only in exceptional cases. If the Controller refuses to provide access to the data, a written certificate to this effect is issued. The certificate mentions the reasons for the refusal.

The Controller may charge for the provision of access to the data only if less than one year has passed since the previous instance of providing the data subject with access to data in the register. The charge must be reasonable and it must not exceed the immediate costs of providing access to the data.

## Right to rectification or completion

You may request that the Controller rectify, erase or supplement personal data contained in the register, if this data is erroneous, unnecessary, incomplete or obsolete as regards the purpose of the processing. In such a case, we ask you to tell us which information is inaccurate, why you consider it to be inaccurate, and how the information should be changed, or to let us know which data should be complemented and how.

The request to rectify, erase or complete information must be made personally to the Controller as follows:

- by sending the request for rectification of data by letter to the Controller's address given in the privacy statement
- by visiting a representative of the staff of the Assistance system of human trafficking in person.

## Notification concerning processing of personal data and the right to lodge a complaint with the supervisory authority

If you wish to report a problem concerning the processing of your personal data, you should first contact the Controller's contact person or the Data Protection Officer of the Finnish Immigration Service. You also have the right to lodge a complaint concerning the processing of your data with the supervisory authority. In Finland, the supervisory authority is the Office of the Data Protection Ombudsman ([www.tietosuoja.fi](http://www.tietosuoja.fi)).

**The up-to-date privacy statements can be found at [www.migri.fi](http://www.migri.fi) and on the website [Ihmiskauppa.fi](http://Ihmiskauppa.fi).**