| **1 Controller** | **Name:** | Joint Authority of the Helsinki and Uusimaa Hospital District |
| | **Address:** | Joint Authority of the Helsinki and Uusimaa Hospital District  
Stenbäckinkatu 9  
PO Box 100, 00029 HUS |
| | **Contact information** | Switchboard: +358 (0)9 4711  
Central Registry telefax +358 (0)9 471 75500,  
Registry email keskuskirjaamo@hus.fi  
Mailing address:  
HUS KeskusKirjaamo  
PO Box 200, 00029 HUS |
| **2 Person responsible for the register** | **Professor Anu Kantele**  
Director of MeVac |
| **3 Data protection officer** | **Petri Hämäläinen**  
Development Director  
Mailing address:  
PO Box 440  
HUS Palvelukeskus  
00029 HUS  
Email: petri.hamalainen@hus.fi |
| **4 Contact details relating to registration** | MeVac – Meilahti Vaccine Research Centre  
Biomedicum 1  
Haartmaninkatu 8, Helsinki.  
PO Box 700, 00029 HUS  
Email: vaccine@hus.fi  
telephone number: 09 4711 (switchboard) |
| **5 Name of the register** | **MEVAC - MEILAHTI VACCINE RESEARCH CENTRE PERSONAL REGISTER** |
| **6 The purpose of processing personal data** | The purpose of processing personal data is to initiate a client relationship between the data subject and the HUS research unit MeVac and nurture that relationship, by, for example, maintaining contact and advising data subjects of the studies being conducted at MeVac and other topical matters.  
Each study undertaken at MeVac also has its own separate personal register. This information sheet does not apply to these study-related registers as separate file descriptions are produced for them. |
| 7 Legal basis for processing personal data | Legal basis under Article 6 of the General Data Protection Regulation:  
a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes |
| 8 Information content of the register | The following personal details are taken from data subjects for the register:  
- Forenames and surnames  
- Email address  
- Telephone number  
- Address  
- Date of birth  
- Will the person be participating in studies carried out by MeVac in the future? Has the person already taken part in such a study, or are they willing to in the future? |
| 9. Regular sources of data | Data is collected from the data subjects themselves. |
| 10 Personal data recipient groups | No data from the register will be passed to any party outside HUS. |
| 11 Regular disclosures of data | No data will be passed to any party outside HUS except where the Finnish authorities require it under the law. |
| 12 Period for which data is kept | MeVac is a unit that focuses on clinical trials, where new study and research projects commence at regular intervals. This being the case, the persons in MeVac’s personal registers may need to be approached as long as MeVac continues to operate and the data in the personal registers needs to be kept for as long as MeVac thinks it necessary, or until data subjects themselves want their information to be deleted from the register. |
| 13 RIGHTS OF THE DATA SUBJECT | The data subject has the following rights:  
- Right of access to one’s own personal data (Article 15)  
  o data subjects may make a written request for information on their records  
- Right to rectification (Article 16)  
  o the data subject may make a written request for rectification  
- Right to erasure (Article 17)  
  o the data subject may request the erasure of unnecessary or inaccurate personal data concerning him/her in the register  
- Right to restriction of processing (Article 18)  
  o the data subject may submit a free-form request to restrict the processing of his/her data on a case-by-case basis  
- Right to object (Article 21)  
  o the data subject may submit a free-form request to restrict the processing of his/her data on a case-by-case basis  
- Right to data portability (Article 20)  
  o the data subject may submit an informal request, which will always be dealt with on a case-by-case basis  
Applications or requests concerning these rights should be sent to the Meilahti Vaccine Research Centre (see contact details in section 4). Data subjects must be ready to prove their identity. |
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<thead>
<tr>
<th>Topic</th>
<th>Content</th>
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<tr>
<td>14 Transfer of data outside the EU or EEA</td>
<td>No transfers</td>
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| 15 Principles underlying the protection of the register | **A Computer-processed data**  
The data in the register is processed by HUS information systems in the HUS information network, which is protected with a firewall. Data communications between workstations and systems are protected. The data is protected by means of role-based access control. Access to information systems is granted on a role basis according to position and unit. Any extraordinary access rights must be approved by the employee’s supervisor.  
**B Manually entered data**  
The register is in electronic format, but if a paper version needs to be printed out, it should be kept locked away somewhere only MeVac staff have access to. |
| 16 Right to lodge a complaint with a supervisory authority | Every data subject has the right to lodge a complaint with a supervisory authority, particularly in the Member State of his or her habitual residence, place of work or place of the alleged infringement, if the data subject considers that the processing of personal data concerning him/her infringes the EU General Data Protection Regulation, however, without restricting other administrative appeals or legal remedies.  
Supervisory authority information:  
**Office of the Data Protection Ombudsman**  
Street address: Ratapihantie 9 (6th floor), 00520 Helsinki  
Mailing address: P. Box 800, 00521 Helsinki  
Switchboard: +358 (0)29 56 66700  
Fax: +358 (0)29 56 66735  
Email: tietosuoja(at)om.fi |