

PERSONAL DATA PROCESSING POLICY

1. PURPOSE, SCOPE

1.1. This document sets out the scope of the processing and protection of personal data by Estonian Maritime Museum (hereinafter the “MM”) as well as the working arrangements and requirements for the processing of personal data, for gaining an overview of, for the management of and for the use of information assets.

In matters related to the processing of personal data, not regulated with this document, shall be governed by legislation.

1.2. The purpose of the protection of personal data is to protect the fundamental rights and freedoms of a natural person, in particular his or her right to privacy, upon processing his or her personal data.

2. DEFINITIONS

2.1. **“Personal data”** means any data relating to an identified or identifiable natural person, regardless of the form of such data.

2.2. **“Processing of personal data”** means any operation carried out with personal data, including the viewing, collection, recording, organisation, storage, alteration and disclosure of personal data, providing access to personal data, making queries and retrievals of personal data, using, transmitting, cross-using, connecting, closing, erasing or destroying personal data, or any number of the above operations, irrespective of the manner in which the operations are carried out and the means used to do so;

2.3. **“Data subject”** means the person whose personal data are processed;

2.4. **“Personal data violation”** means a violation of security requirements which results in the accidental or unlawful destruction, loss, alteration or unauthorised disclosure of, or access to, personal data being transmitted, stored or otherwise processed;

2.5. **“Special personal data” (“sensitive personal data”)** means personal data showing racial or ethnic origin, religious and philosophical beliefs, trade union membership, health data, genetic data, biometric data for an unambiguous physical identification.

2.6. **“Consent of the data subject”** means a voluntary, specific, informed and unambiguous declaration of intent by which the data subject, either in the form of a statement or by a clear consent activity, agrees to the processing of personal data concerning him or her.

2.7. **“Controller”** means any natural or legal person who, alone or in combination with others, determines the purposes and means of processing personal data;

2.8. **“Processor”** means any natural or legal person who processes personal data on behalf of the controller.

3. LIABILITY, ORGANISATION OF WORK

3.2. The Management Board shall appoint a Data Protection Specialist, and shall publish his or her contact information on the registry card.

3.3. The tasks of the person responsible for data protection shall be to:

3.3.1. Monitor the implementation and compliance with the principles of applicable data protection standards in the MM;

3.3.2. Process all requests and requirements related to the processing of personal data, received by the MM.

3.3.3. Document infringements relating to the processing of personal data.

4. PROCESSING OF PERSONAL DATA

4.1. All employees of Estonian Maritime Museum are obliged to keep the confidentiality of personal information received in the course of their duties and/or in the course of their other communication with the MM.

4.2. Personal data shall be processed only if there is a legal basis or consent of the data subject for that.

4.3. Processing of personal data in remote working

4.3.1. A worker must monitor data protection requirements when working remotely, including not processing personal data in public places and not using an Internet connection open to everyone when processing personal data.

4.3.2. It is prohibited to share information containing the organisation's information and personal information in any environment(s) of personal (social media) accounts.

4.3.3. Employees who process personal information shall be set up for two-tier authentication when logging into their Microsoft accounts.

4.4. Retention periods for personal data.

4.4.1. All personal data held by MM shall be subject to retention periods, which shall be documented in the operating regulations and in the register of personal data processing.

4.4.2. Retention periods shall be determined on the basis of legislation; in the absence of legislation, such periods shall be determined on the basis of the purpose of processing the data.

4.4.3 Letters (both received in and sent out of MM) shall be registered in the Webdeskdocp document management system.

4.5. Personal data processing register.

4.5.1. The Data Protection Specialist shall keep a register of all personal data processing operations being carried out.

4.5.2. The register shall contain explanatory information on the objectives and conditions of all processing operations.

4.5.3. Records kept in the register shall contain the following information:

- Link to the contract with the controller
- Name and contact details of the controller
- Categories of processing
- General description of technical security measures
- Whether data are transferred out of the EEA
- Information on protective measures and the name of the country in case of data being transferred out of the EEA

4.6. Planning and designing personal data protection activities.

4.6.1. The Management Board, together with the person responsible for data protection, shall assess the risks associated with data processing in the new activity and shall help implement measures to ensure that data processing is in compliance with the legislation.

4.6.2. The Management Board, together with the person responsible for data protection, shall assess the need to prepare a risk assessment and, if necessary, shall prepare it.

4.7. Violations in the processing of personal data.

4.7.1. Any violations related to the processing of personal data in Estonian Maritime Museum shall be documented.

4.7.2. Violations relating to the processing of personal data shall be documented by the person responsible for data protection. The staff shall be obliged to communicate the information of any violation relating to the processing of personal data to the person responsible for data protection without delay.

4.7.3. The obligation to report personal data violations to the supervisory authority and to the data subject depends on the risks to the rights and freedoms of the data subject. The severity of the risk shall be assessed on a case by case basis. The need for reporting shall be decided by the Management Board together with the person responsible for data protection.

4.7.4. Where a violation causes, or is likely to result in, a serious threat to the rights and freedoms of data subjects, the person responsible for data protection shall provide the Data Protection Inspectorate with an infringement notice and shall also inform the data subject thereof.

4.7.5. If Estonian Maritime Museum is the authorised processor of personal data, the violation must be reported to the controller.

4.8. Processing of special personal data.

4.8.1. Special personal data shall be processed only in the cases provided for in the legislation.

4.8.2. Special personal data shall only be transmitted in an encrypted manner.

4.9. Use of consent as a basis for processing personal data.

4.9.1. Consent to the processing of personal data shall be obtained from the data subject only if the personal data are to be processed in the course of activities not provided for by the legislation established for the public service provided by Estonian Maritime Museum or not carried out under contract or

in other cases permitted by legislation (e.g. disclosure of personal data in MM's online environment and social media or during outreach activities).

4.9.2. The data subject shall have the right to withdraw his or her consent at any time.

4.10. Transfer of personal data (including to third countries).

4.10.1. Estonian Maritime Museum shall only transfer personal data to such authorised processors that are able to guarantee an adequate level of data protection in order to comply with the requirements of the General Data Protection Regulation.

4.10.2. Estonian Maritime Museum shall enter into an agreement with an authorised processor for the processing of personal data, which sets out all the conditions for data processing as stemming from the General Data Protection Regulation, including the right to audit the authorised processor, any sanctions in case of violations, and minimum required security measures.

4.11. Processing of personal data in public places.

4.11.1. Unless otherwise provided by law, the consent of the data subject to the recording of sound or image material in public for publishing purposes shall be substituted by informing him or her of the recording in a form that enables him or her to understand the fact of recording sound or image material and, if he or she so wishes, to avoid being recorded. The obligation to notify shall not apply to public events for which recording for the purposes of publishing can reasonably be expected.

4.12. Processing of personal data under legislation in the information system MuIS.

4.12.1. The purpose of the information system:

4.12.1.2 Integrated and computerised accounting of items with cultural value as museum items;

4.12.1.3 Central and systematic storage of data about museum items and about items with cultural value deposited in museums for more than one year (hereafter deposited items) and items included in auxiliary collections, collected upon receipt of the items and in subsequent research;

4.12.1.4 Electronic recording of activities and changes in status and location

made to museum items, deposited items and items included in auxiliary collections;

4.12.1.5 Free presentation of museum items and deposited items to the public via a web interface.

5. APPLYING FOR WORK OR PRACTICAL TRAINING

5.1. Personal data is contained in all documents relating to applying for work or practical training (for example, the application together with related documents, correspondence with the applicant, information collected about the applicant from public sources). In this context, the applicant has the right to know what data MM has collected about him or her. The applicant shall also have the right to examine the data collected by MM, to provide explanations and to raise objections.

5.2. In MM, only a very limited group of employees participating in the recruitment process are familiar with the application documents. These documents and data shall not be disclosed to third parties. MM guarantees confidentiality to the person when applying but assumes that persons who have been nominated by the applicant as his or her references can be contacted without asking for permission.

5.3. The data of an applicant is access-restricted information that third parties (including competent authorities) can access only in cases provided by law.

5.4. In the case of other competitions (for example, a scholarship competition), information about a person's participation in the competition shall also not be disclosed, except in the case of a positive decision. In Estonian Maritime Museum, persons involved in the decision-making process of the competition shall be given access to applicant's documents.

5.5. The applications of applicants for a post in Estonian Maritime Museum, together with the accompanying documents, shall be kept for 1 year after the end of the competition, with the consent of the applicant.

6. DATA SUBJECT'S RIGHTS AND ACCESS TO DATA

6.1. Estonian Maritime Museum shall inform the data subject about the processing of his or her personal data and about the conditions of that processing.

6.2. The data subject has the right to get access to the personal data collected by Estonian Maritime Museum concerning him or her. He or she shall also be entitled to require the correction or erasure of such data, except in cases where the processing of data is carried out under the law.

6.3. An application shall be accepted or shall be replied to with a reasoned refusal as soon as possible, but not later than one month. If the application needs to be clarified or if the processing of personal data is time-consuming, MM may extend the deadline for replying to the application by up to two months, informing the applicant thereof.

6.4. If the data subject considers that MM has infringed his or her rights with regard to the processing of personal data, he or she shall have the right to contact the Data Protection Inspectorate or to turn to a court.