

Processing of Personal Data in the Kohtla-Järve Museum of Oil Shale (here in after Museum)

1. Personal data

Personal data shall mean any data relating to an identified or identifiable natural person, which expresses the physical, mental, physiological, economic, cultural or social characteristics, relationships and affiliations of the person.

The processing of personal data is any operation which involves the processing of personal data, including the collection, storage, organization, modification, storage, transmission and deletion of data.

NB! The following information shall not apply: the processing of data of legal persons or bodies, or the processing of personal data by a natural person in the course of his or her official duties; processing of personal data on websites referred to on the museum website but not managed by the museum (external links). The Personal Data Act and the requirement for legal basis do not apply if you use personal data for personal purposes.

2. Basis for processing personal data

The Museum processes personal data either by consent or by law. The processing of personal data must have a legal basis under the General Data Protection Regulation:

1) the person discloses his/her own data or gives his/her consent: consent is related to a specific purpose and data collected for one purpose may not be used for another purpose without a new consent; the consent must be demonstrated by the user of the personal data; consent may be withdrawn on the basis of a declaration to that effect.

2) on the basis of law, without consent: if a basis is expressly provided for by law or is necessary for the performance of a task arising from law; for the performance of the contract, including the employment contract (except for sensitive personal data); for journalistic purposes in case of public interest, including blogs and commentaries on the net; for academic, artistic and literary expression; recording in a public place; debt information in the case of a legitimate interest; protection of life, health, property, rights and freedoms, including security cameras; science, statistics.

3. Processing of personal data in the Museum

3.1. Visiting the Museum's website www.pkm.ee: When visiting the website, the data collected and preserved about the visitor is limited to the Internet address (IP address) of the computer or network used, the name and address of the computer or Internet service provider used, the time of visit (time, date, year); IP addresses are not associated with personally

identifiable information. Data is collected on which part of the website is visited and for how long. The data collected is used to provide visitor statistics to improve the site and make it more user-friendly.

3.2. Request for clarification, memorandum, request for information and other correspondence: The Museum also processes personal data, including sensitive and private information, which is captured in the Museum through correspondence, statements, requests or inquiries. The protection and lawful processing of personal data in the museum is ensured by the application of organizational and IT security measures.

Personal data are processed for the purpose of responding to inquiries and processing applications or requests. When the request for that comes from a third party, personal data shall be disclosed to the extent strictly necessary. Access to correspondence with individuals is generally restricted.

Correspondence with individuals shall be preserved by the Museum for five years from the date of the last letter, unless preserved in the interest of historical truth. Any documents overdue shall be destroyed.

3.3. Applying for a job at the Museum: When selecting a candidate for a job, the Museum is guided by the data disclosed by the person himself/herself and public sources; in doing so, the candidate shall have the right to know what data about him or her has been collected by the Museum, and shall have the right to access the collected data, provide explanations and objections. The application documents will be examined only by the personnel involved in the recruitment process and the document and the data will not be disclosed to third parties. The Museum assumes that the persons whom the candidate has nominated as his/her reference may be contacted without seeking permission. The data of the candidate is data with a restricted access to which third parties have access only in cases provided by law.

3.4. To file a complaint or challenge: when filing thereof, you must take into account that in some cases your personal data, in particular your name and the fact of filing a complaint or challenge, may become known to third parties or your name and the fact of filing a complaint or challenge may be disclosed in our records. Correspondence data (name and type of sender and recipient: "Complaint" or "Challenge") will be published there in accordance with the Public Information Act. If you express your explicit wish, your first and last name will not be recorded in the register of documents, but only the initials or the indication "Private person". A general restriction of access applies to correspondence with individuals: if someone wants

to access your correspondence and files a request for information, we will assess whether the partial or complete release of your complaint or challenge (and response) significantly compromises your privacy or contains your complaint or challenge and other information with access restriction. The grounds for access restrictions are set out in § 35 of the Public Information Act. Your personal contact information - such as your email address, phone number, or residential address - will not be disclosed (unless you represent a legal entity or agency).

The personal data contained in your complaint will be used to resolve the complaint. If you have to make inquiries to other persons or authorities in this regard, no more of your personal data than is necessary to formulate a reply will be disclosed to them.

We also use correspondence with you to evaluate the quality of our agency's work and to compile statistics (this may also be done by the authorized processor). Such statistics and summaries shall be published without names.

If you have sent us a complaint or challenge to us or our authorized processors, responding to which is the responsibility of another agency, your request will be forwarded to them. You will be notified thereof.

4. Right of access your own data. Right to request correction or deletion of incorrect data. Everyone has the right of access the personal data concerning him or her.

A request for access to personal data shall be refused if it could: adversely affect the rights and freedoms of another person; hinder the prevention of a crime or the capture of the offender; make it more difficult to establish the truth in criminal proceedings; endanger the protection of secrecy of the child's parentage.

Everyone has the right to request rectification of his or her personal data. To do this, you must submit an application signed by hand or digitally.

If the Museum has no legal basis for the use of personal data, the individual has the right to demand that their use be terminated or deleted. To do this, you must submit an application signed by hand or digitally.

A person has the right to appeal or object to the decisions and activities of the Museum or to appeal to the administrative court.

5. Processing of data

Any questions regarding the processing of your personal data at the Museum will be answered according to the established procedures, by contacting the Director directly. To do

this, you must submit an application signed by hand or digitally, to the e-mail address of the Museum at info@pkm.ee.