

## Processing of personal data in recruitment

Data Controller	<p>Turku University of Applied Sciences Ltd          Joukahaisenkatu 3          20520 TURKU          Telephone exchange +358 (0) 2 263 350  <a href="mailto:kirjaamo@turkuamk.fi">kirjaamo@turkuamk.fi</a></p>
Person in charge	Mervi Raita, Head of HR Services
Contact information of Data Protection Officer	<p>Timo Vaskikari, Data Protection Officer (TUAS), +358 50 598 5868</p> <p>Please contact in all data protection related matters: <a href="mailto:tietosuoja@turkuamk.fi">tietosuoja@turkuamk.fi</a></p> <p>The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with him and as his substitute.</p>
Purpose of processing the personal data	<p>Personal data is processed to carry out the recruitment process. This includes processing job applications, communicating with the applicant, job interviews and other recruitment stage actions, such as aptitude tests and implementing the contract of employment. It is a shared benefit of both parties that the organization can process the applicant's personal data in appropriate ways to carry out recruitment. Thus, the legal basis for processing personal data in recruitment is the legitimate interest of the organization (General Data Protection Regulation, Article 6, Section 1, Sub-section f).</p> <p>Personal data concerning an individual, obtained in an application or aptitude test, can be processed upon consent given by the individual in other equivalent recruitments, or when a feedback enquiry is sent to the applicant on the fluency of the recruitment. (General Data Protection Regulation, Article 6, Section 1, Sub-section a.)</p> <p>When preparing the contract of employment, the legal basis is taking steps prior to entering into a contract or making the contract (General Data Protection Regulation, Article 6, Section 1, Sub-section b).</p>
Processed categories and storage times of personal data	<p>Personal data, which is processed, includes the basic information on a person, information on their occupational history and education, other information required by the recruitment and other information provided by the person him/herself in the application or during the recruitment.</p> <p>The information is automatically deleted after two years of closing the recruitment (in terms of open applications, after two years of submitting the application) or upon request of the applicant.</p>

PRIVACY NOTICE  
 Translation from the original  
 EU's General Data Protection Regulation, Articles 13 and 14  
 7 Mar 2019

Regular information sources	The information is collected from the persons concerned. Referees announced by the person may also be used as information sources.
Receivers or receiver groups of personal data	<p>In recruitment, we utilize the Kuntarekry system where job applicants enter their information. In terms of Kuntarekry, the processing of personal data is announced in their own privacy notice at <a href="https://www.kuntarekry.fi/">https://www.kuntarekry.fi/</a></p> <p>Information processed during the recruitment process is disclosed only to the persons involved in the decision-making process. Based on the Act on Openness of Government Activities, applicant information is disclosed to a limited extent upon request.</p>
Essential information regarding transfer of data to third countries (outside the EU or EEA countries)	TUAS does not transfer the personal data outside the EU or EEA.
Principles of data protection of the register	The data is processed by people whose tasks require it. Use of the Kuntarekry system is limited based on user rights. TUAS has an agreement on the legal and secure processing of personal data with the system supplier (FCG Talent Oy).
Data subject rights and responsibilities	<p>You have the right to know how we process your personal data. You can request for access to your personal data and rectification regarding incorrect or insufficient information. You can rectify your own information in the Kuntarekry system when your application is open.</p> <p>You can request for erasing your personal data or restricting the processing of your personal data. The right to be forgotten (data erasure) is not valid if we process your personal data in order to comply with statutory obligations or if the processing of your personal data takes place in order to carry out a task regarding public interest or to exercise the public authority of TUAS.</p> <p>You have the right to receive the personal data you have provided us with and to transmit that data from one system to another if the processing of personal data is based on your consent or an agreement and the processing takes place by automatic methods.</p> <p>You have the right to object the processing of your personal data if the processing takes place in order to carry out a task regarding public interest or to exercise the public authority of TUAS or if we process your personal data on the basis of our so-called legitimate interest. TUAS will stop the processing, unless we can demonstrate that there is a significantly important and justified reason for the processing and it overrides the data subject's interests and freedom, or the processing is necessary for the establishment, exercise or defence of a legal claim.</p> <p>No profiling is carried out on the basis of personal data.</p>

	<p>Our purpose is to describe the processing of personal data as extensively and transparently as possible in this privacy notice and we aim to develop the content of the notice. We will notify of significant changes in accordance with what is required by law.</p> <p>Please contact the DPO if you have any questions regarding data protection or if you wish to use your related rights. If necessary, you can also contact the controlling authority (Office of the Data Protection Ombudsman) that controls the processing of personal data in Finland.</p> <p>The contact details of the DPO can be found in the beginning of the privacy notice. All requests are processed on a case-by-case basis.</p>
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