

Job seeker register privacy statement

1. Registrar

Turku Student Village Foundation (hereinafter referred to as TYS)
business ID: 0142348-6
Inspehtorinkatu 12A
FI-20540 Turku
Tel. +358 2 2750 200

2. Person responsible for register-related issues

Tuula Kanervisto/data protection officer
Inspehtorinkatu 12A
FI-20540 Turku
Tel. +358 2 2750 200
tietosuoja@tys.fi

3. Register name

Job seeker register

4. Purpose of the processing of personal data

Data on jobseekers is collected for the purposes of carrying out the recruitment process, managing and evaluating the jobseeker's suitability for work, as well as for the purpose of enabling contact during the application and selection process. The processing of personal data of jobseekers is necessary for the processing of the job application and for the implementation of recruitment.

5. Register data content and regular data sources

Personal data necessary for the purposes of the register are collected from the data subjects on the basis of the application submitted by the data subject, the CV and the contents of other attachments or based on the data subject's interview.

Data contained in the possible suitability assessment is collected with the consent of the job seeker. Data may also be collected from self-declared referrers of the applicant.

The register contains the following personal data:

- basic details, such as name, date of birth, address, telephone number and email address
- basic education and degrees with dates of completion, other completed education and training

- qualifications and specific competences, such as language skills and courses taken, as well as skills in the use of applications and software
- position applied for
- current job (employer, job title and job description)
- referrers
- information related to employment history, such as previous employers, job functions and job title
- other information voluntarily provided by the applicant, such as a salary request, photograph or references to portfolios on the Internet (e.g. LinkedIn)
- information on the progress of the recruitment process, such as information on the upcoming follow-up interview or disruption of the recruitment process, as well as information relating to any interview and suitability assessment

6. Regular data disclosures

As a rule, data is not disclosed outside TYS. Information related to the suitability assessment, which may be carried out with the consent of the job applicant, may be disclosed to the contracting partner carrying out the suitability assessment.

7. Transfer of data outside the EU or the European Economic Area

As a general rule, data are not transferred outside the member states of the European Union or the European Economic Area.

8. Principles of register protection

Personal data is processed in all situations with respect for privacy. In the protection of personal data, we comply with legislation and the regulations of the authorities, as well as the TYS's data security policy and data protection guidelines. Personal data may only be processed by persons authorised to do so on behalf of their duties.

Data contained in the electronic personal data register is adequately protected by technical and administrative measures. The data can only be accessed by TYS personnel representatives and partners who have been granted individual access to the system on the basis of their duties and who are bound by a confidentiality agreement.

Manually maintained materials are located in locked rooms, which are accessible only to designated persons.

We require our partners to whom the data is transferred or disclosed to process personal data in accordance with data protection requirements as well.

9. Retention period of personal data

TYS actively processes the applicant's personal data during the recruitment process. After the end of the recruitment process, personal data will be stored for as long as necessary to fulfill the rights and obligations of TYS and to meet any requirements and to respond to any claims, but not more than two years from the date of the recruitment decision. The applicant may also request the deletion of their data.

With the consent of the data subject, personal data may also be stored for the period indicated in the consent, for example for future recruitment processes.

Data of an open job application are stored for a maximum of one year from the receipt of the open application, unless the application leads to an employment relationship.

10. Data subject rights

A person has the right to obtain confirmation from the registrar that personal data concerning them are being processed or not being processed.

A person also has the right to check which personal data concerning them are stored in registers and to request the erasure or correction of personal data stored about them. The deletion request will be executed if possible within the legal retention periods and other obligations. In order to execute requests, the data subject must prove their identity.

A written request must be sent to the person in charge of register matters (contact details in section 11). The request may also be made in person with the registrar.

The data subject has

- Right to information on the processing of personal data

The registrar is obliged to provide the data subject with information on the processing of personal data. The data subject must be informed of, for example, for what purpose the data is used, where the data are disclosed and the period for which the data are stored. This privacy statement serves as an information document on the processing of personal data.

- Right of access

The data subject has the right to know whether their data has been stored in the register and to check what data concerning them is stored in the register. The inspection request must be submitted to the person in charge of register matters (contact details in section 11) in writing or in person.

- Right to rectify data

The data subject has the right to request the rectification of inaccurate data or the correction of incomplete data by contacting the registrar.

- Right to the erasure of data

The data subject has the right to request the deletion of data if the processing of the data is not necessary for the purposes for which they were collected or otherwise processed, or where personal data have been unlawfully processed. However, the registrar may refuse to carry out the deletion on the grounds provided for by law or on the basis of the obligations and rights of the registrar. A written request must be sent to the person in charge of register matters (contact details in section 11).

- Right to restrict the processing of data

The data subject has the right to restrict the use of their data in certain situations.

The data subject may dispute the accuracy of the personal data, in which case the processing shall be limited to the period during which the registrar is able to verify their correctness.

- Right to object the processing of data

The data subject may object to the processing in certain situations on grounds relating to their personal, particular situation.

- Right to transfer data from one system to another

The data subject has the right to have their personal data transferred to another registrar in a machine-readable form, if technically possible and secure.

- Right to prohibit direct marketing

The data subject has the right to prohibit the processing and disclosure of data concerning them for the purposes of direct advertising, remote selling and other direct marketing, as well as market research and opinion polling, by contacting the registrar.

- Right to lodge a complaint with a supervisory authority

The data subject has the right to lodge a complaint with the competent supervisory authority, the data protection ombudsman in Finland, if the data subject considers that their personal data has not been processed in accordance with the data protection legislation.

The website of the data protection ombudsman can be found at <http://www.tietosuoja.fi>.

TYS will respond to requests in accordance with the data protection regulation no later than within one month of the receipt of the request, unless there are reasonable grounds for responding to the request, when the response time may be a maximum of three months.

Exercise of the rights listed above is, in principle, free of charge. If the requests are manifestly unreasonable or disproportionate, or if they are repeatedly presented, we may charge a reasonable fee for the execution of the request or refuse to execute the request.

11. Contact details of the registrar and the data protection officer

In order to exercise the above rights, the data subject must lodge a request either in person or in writing to:

Turku Student Village Foundation
Data protection officer
Inspection and prohibition requests
Inspehtorinkatu 12A
FI-20540 Turku

or by email: tietosuoja@tys.fi