

Privacy Notice – Tampere University of Applied Sciences HR Services

Tampere University of Applied Sciences Ltd and the University of Tampere (Tampere University Foundation sr) together form the Tampere higher education community. Each higher education institution acts as an independent controller for its personnel.

Why do we process your personal data?

Tampere University of Applied Sciences needs the processing of your personal data for the processing of personnel and employment matters, job applicant information, resource agreements and fees, as well as for fulfilling the employer's duties and obligations. Tampere University of Applied Sciences uses the information in the register when performing the tasks concerning data subjects that are assigned to it by law, collective agreements and separate decisions and regulations. Such tasks include:

- Personnel planning and budgeting of personnel expenditure
- recruitment and the processing of related personnel assessments, as well as internal task arrangements
- Internal communication
- orientation, management of tools and facilities
- Time tracking and allocation, work plans for total working hours
- Management of employment information
- determining the salary, assessing the complexity of the task and assessing personal work performance
- Payment of salaries and bonuses
- Manage resource contracts
- assessment and development of competence and promotion of on-the-job learning
- conducting appraisals
- managing occupational health care and promoting work ability and well-being at work
- occupational safety and health tasks (equality, non-discrimination, occupational accidents)
- Employee remuneration (badges, etc.)
- Travel and assignment management, travel invoicing
- taking care of tasks related to the life cycle of the employment relationship
- management-related measures, such as the early support model and consultation situations
- Statistics and reporting and ERP
- Processing of job applicants' data
- election of members to the bodies of the higher education community.

What is the legal basis for processing your personal data?

The use of personal data is primarily based on legislation concerning Tampere University of Applied Sciences and the person's consent. The University of Applied Sciences has the right to process the personal data of its personnel on the following grounds:

Tampere University of Applied Sciences employees:

- performance of a contract to which the data subject is a party
- Compliance with a legal obligation to which the controller is subject
- Task carried out in the public interest/exercise of official authority vested in the controller: scientific or historical research or statistics;
- Implementation of the legitimate interests of the controller or a third party: reporting required by funders, competence assessment
- consent of the data subject.

Non-employees, such as wage earners:

- Compliance with a legal obligation to which the controller is subject
- performance of a contract to which the data subject is a party
- consent of the data subject.

Sensitive data: Trade union membership data is used with the person's consent to collect membership fees and health data is processed to comply with the obligations of Tampere University of Applied Sciences and the special rights of its employees (such as occupational health care).

Main legal acts:

EU General Data Protection Regulation (EU) 2016/679
Data Protection Act (1050/2018)
Universities of Applied Sciences Act (932/2014)
Employment Contracts Act (55/2001)
Occupational Safety and Health Act (738/2002)
Collective Agreement Act on the Protection of Privacy in Working Life (759/2004)
Act on the Openness of Government Activities (621/1999)
Working Hours Act (605/1996)
Annual Holidays Act (162/2005)
Public Sector Pensions Act (81/2016)
Keva Act (66/2016)
Statistics Act (280/2004)
Workers' Compensation Act (459/2015)
Act on Compensation for Education (1140/2013)
Communicable Diseases Act (1227/2016)
Act on Co-operation within Undertakings (334/2007)
Occupational Health Care Act (which lays down provisions on the employer's obligation to arrange occupational health care)

Other provisions to be followed:

Tampere University of Applied Sciences Regulations of Tampere University of Applied Sciences

What personal data do we process?

Information collected from applicants in connection with recruitment:

- name, email address, telephone number, city of residence, country
- degree and education information
- Previous work experience
- language skills

- for statistical purposes: gender, nationality on level Finland /Other (if other: then continent), where did you get information about the open position, have you worked for us before
- possible recruitment-specific information and attachments, such as CV, video interview recording.

Tampere University of Applied Sciences employees:

- name, personal identification number, date of birth, personal identity code, gender, nationality, workstation address, work email address, work telephone number
- Training information
- employment and salary information, tax information, bank account information
- Assessments of job demands and personal work performance
- Time tracking and absence data
- data used for user management of systems and restriction of access rights.

Reward recipients:

- name, date of birth, personal identity code, gender, nationality, email address
- Training information
- Fee basis and salary information, tax information, bank account information
- data used for system user management and access restriction.

Sensitive personal data: Absence data is processed in HR systems (code on which sick leave is based). Health data is not processed in personal data systems.

How do we collect your information?

- from the data subject himself or herself
- from authorities and insurance companies
- on personnel management decisions
- the recruitment and personnel systems of the University of Applied Sciences
- Tampere University of Applied Sciences user management system
- sickness absence certificates.

How do we process your data?

Your data is processed in the systems for the purposes for which the data was collected. The data may also be used for statistical and research purposes. As a rule, data used for statistical or research purposes are made anonymous so that no individual person can be identified from them. The data is stored taking into account appropriate data security requirements.

To whom do we disclose your data?

Data may be disclosed to the units of the University of Applied Sciences as needed. At Tampere University of Applied Sciences, personal data can be collected and processed by

those whose duties require it, e.g. by those whose duties require it. supervisors and HR service employees and information management at the University of Tampere.

Data is regularly disclosed to the following parties:

- authorities, trade unions, insurance companies, banks, Kela, providers of occupational health care services and travel agency services, Ministry of Education and Culture, Statistics Finland, Confederation of Finnish Industries, Sivista, service providers of printing and online payroll services, service providers providing personnel benefits.

Disclosure of personal data outside the EU and EEA

The data protection policy of the Tampere higher education community (Tampere University of Applied Sciences and Tampere University) is to exercise special care if personal data is transferred outside the EU and the European Economic Area (EEA) to countries that do not provide data protection in accordance with the EU General Data Protection Regulation. The transfer of personal data outside the EU and EEA is carried out in accordance with the requirements of the General Data Protection Regulation.

How long do we keep your personal data?

The retention periods of personal data and manual material stored in the systems are based on legislation and the university's information management plan. The data retention periods are defined in Tampere University of Applied Sciences' information management plan.

The retention periods are based on the Archives Act and other legislation, as well as the guidelines and information management plan of Tampere University of Applied Sciences. Personal data is stored only for as long as it is needed.

The most common retention periods: Employees' employment contract data and payroll data are stored for 50 years, but working time tracking data, for example, is stored only for 3 years.

Your rights as a data subject

Right of access (right of access, Article 15)

You have the right to know what personal data is being processed about you and what data has been stored about you. In many higher education systems, you can view the information stored about you yourself when logged in.

Right to rectification (Article 16)

You have the right to obtain that incorrect, inaccurate or incomplete personal data concerning you be rectified or completed without undue delay. In addition, you have the right to demand that your unnecessary personal data be erased.

Right to be forgotten (Article 17)

Depending on the basis for data processing, you may have the right to have your personal data erased from the university's register. Such a right does not exist, for example, in cases where the processing of your personal data is necessary for compliance with a legal obligation or for the exercise of official authority vested in the university.

Right to restriction of processing (Article 18)

In certain situations, you may have the right to request that the processing of your personal data be restricted until your data or the basis for processing it has been duly checked and corrected or supplemented.

Right to data portability (Article 20)

You have the right to receive the personal data you have provided to the university in a structured, commonly used and machine-readable format and the right to transfer such data to another controller without hindrance from the university. This right applies to situations where the processing of data is automated and based on consent or a contract.

The right does not apply, for example, to the processing of personal data that is necessary for the performance of a task carried out in the public interest or for the fulfilment of a legal obligation to which the controller is subject. Therefore, as a rule, the right does not apply to the university's personal registers.

Right to object (Article 21)

Based on your particular personal situation, you have the right to object at any time to the processing of your personal data when the processing is based on the performance of a task carried out in the public interest, the exercise of official authority or the legitimate interest of a higher education institution. In this case, your data may only be further processed if there is a compelling and justified reason for the processing that can be demonstrated.

Right to lodge a complaint with an authority (Article 77)

You have the right to lodge a complaint with a supervisory authority if you consider that the processing of your personal data infringes the EU General Data Protection Regulation (EU) 2016/679. In addition, you have the right to seek other administrative and judicial remedies.

[Office of the Data Protection Ombudsman](#)

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tietosuoja@om.fi

Switchboard: 02956 66700

Contact us with questions related to data protection

Requests concerning the exercise of the rights of the data subject shall be sent tietosuoja.tamk@tuni.fi or to the address Registry, Tampere University of Applied Sciences, Kuntokatu 3, 33520 Tampere.

This Privacy Notice has been updated on 22.6.2022.

