

Staff Privacy Notice

Effective from 5.6.2024

Why we process your personal data

The University of Tampere needs the processing of your personal data for the processing of personnel and employment matters, job applicant information, resource agreements and fees, grant recipient data and the fulfilment of the employer's duties and obligations. The University of Tampere uses the data contained 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
- management-related measures, such as the early support model and consultation situations
- conducting appraisals
- Travel and assignment management, travel invoicing
- Non-employment management (resource contracts)
- Competence assessment and promotion of on-the-job learning
- determining the salary, assessing the complexity of the task and assessing personal work performance
- Payment of salary, fees and grants
- orientation, management of tools and facilities
- recruitment and the processing of related personnel assessments, as well as internal task arrangements
- Internal communication
- statistics, reporting and ERP
- Time tracking and allocation, work plans for total working hours
- Employee remuneration (badges, etc.)
- Management of employment information
- occupational safety and health tasks (equality, non-discrimination, occupational accidents)
- managing occupational health care and promoting work ability and well-being at work
- Management of information on persons to be resettled
- other tasks related to the life cycle of the employment relationship

Whether we use automated decision-making or profiling

The personal data of the staff of the University of Tampere is not used for automated decision-making or profiling.

What personal data 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, research portfolio, teaching portfolio, research plan, video interview recording

Employees of the University of Tampere:

- surname, first names, former surname, address name, personal identification number, date of birth, personal identity code, gender, nationality, language, home address, home phone, personal email address
- workstation, work email address, work phone number
- education information, merit and decoration information applied for by the university
- job title, employment and salary information, tax card information, bank account information
- Work and residence permit information
- Leave and absence information
- Time tracking, allocation of working time
- Assessments of job demands and personal work performance
- Appraisal data
- Secondary occupations and interests
- Data used for user management of systems and restriction of access rights

Non-employment (resource contracts):

- surname, first names, former surname, address name, personal identification number, date of birth, personal identity code, gender, nationality, e-mail address
- language, home address, home phone, personal email address
- Information used for system user management and restriction of access rights
- Docent information
- Other information required for the use of the university

Special categories of personal data: The personnel system processes absence data (code on which sick leave is based), trade union membership data (consent by power of attorney) and enforcement data. Health data is not processed in personal data systems.

The data of data subjects is processed by the staff of the university whose duties include the processing of this data. Some of the information can be seen by the employee's supervisor and the direct supervisors above him. The employee can also see their own information and, to some extent, update it.

Why we may process your personal data

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

Employees of the University of Tampere:

- 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-employed (resource contracts):

- 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

Special categories of personal data: Trade union membership data is used with the person's consent to collect membership fees. Health data is processed in order to comply with the obligations of the University of Tampere and the special rights of its employees (such as occupational health care). Enforcement data is processed in order to comply with a legal obligation.

Main legal acts:

EU General Data Protection Regulation (EU) 2016/679

Public Sector Pensions Act (81/2016)

Act on Compensation for Education (1140/2013)

Act on the Openness of Government Activities (621/1999)

Act on Co-operation within Undertakings (334/2007)

Act on the Protection of Privacy in Working Life (759/2004)

Communicable Diseases Act (1227/2016)

Data Protection Act (1050/2018)

Statistics Act (280/2004)

Working Hours Act (872/2019)

Collective agreements

Employees' Pensions Act (395/2006)

Employment Contracts Act (55/2001)

Workers' Compensation Act (459/2015)

Occupational Health Care Act (1383/2001)

Occupational Safety and Health Act (738/2002)

Annual Holidays Act (162/2005)

Universities Act (558/2009)

Other provisions to be followed:

Regulations of the University of Tampere Decisions

of the University and the Rector concerning teaching and studying at the University

of Tampere University of Tampere Regulations on Degrees and Legal Protection Standing

orders of the faculties of the University of Tampere

Where we obtain the necessary personal data we collect

We collect information about you from yourself and from the following data sources:

- on personnel management decisions
- Personnel system
- study administration information systems
- switchboard
- University of Tampere User Management System
- insurance companies
- from the authorities – Tax Administration, enforcement authorities
- the university's recruitment and time tracking systems

Regular transfers and disposals

Data may be disclosed to other units of the university as needed. At the University of Tampere, personal data can be collected and processed by those whose duties require it, e.g. by those whose duties require it. supervisors and HR employees and IT management.

HR system and payroll service is provided by Certia Oy. A separate personal data processing agreement has been produced for the provision of the service (appendix to the service agreement).

Data is regularly disclosed to the following parties:

- Within the university:
 - User identification systems of the HAKA network
 - To create an account
 - University intranet
 - Through IAM to other entities, such as:
 - library
 - Travel management system
 - Moodle learning environment
 - Student Information System Sisu
 - Osaava system
 - switchboard
 - Project, resource and portfolio management system
 - risk management system
 - SAP database
 - Paw
 - Tunicris
 - repository
 - system of allocations of working time and work plans

- the university's working time tracking system
- Outside the university:
 - Professional associations
 - Service providers providing employee benefits
 - Confederation of Finnish Industries
 - Reel
 - Travel agency service provider
 - Ministry of Education and Culture
 - Banks
 - Sivista
 - Statistics
 - Print and online payroll service providers
 - occupational health care service provider
 - Insurance companies
 - Finnish Tax Administration
 - authorities

Transfer of data outside the EU or EEA or to international organisations and its grounds

Personal data of personnel will not be transferred outside the EU or EEA or to international organisations. However, if the transfer of data is necessary for the provision of the service, separate consent will be requested.

How long we keep your personal data

The retention periods of personal data and manual material stored in the systems are based on legislation, the guidelines of the University of Tampere and the school's archive formation plan / data management plan.

The most common storage periods:

- Recruitment of the rector, provost, deans, vice-deans and direct subordinates of the rector: the call for applications will be kept permanently, the applications of the selected and interviewees will be kept permanently, suitability assessment will be 3 years, institutional decisions will be stored permanently

- Recruitment and invitation procedure for professors and tenure track positions: the call for applications will be kept permanently, the appendix to the selected application will be stored permanently, suitability assessment will be kept for 3 years, institutional decisions will be kept permanently
- Recruitment of Professors of Practice, Industry Professors and Emeritus/Emerita Professors: call for applications 50 years, application with appendices 3 years, summary of applicants 50 years, admission proposal 50 years
- Recruitment for other positions: call for applications 50 years, applications with appendices 3 years, summary of applicants 50 years, selection proposal 50 years
- Trainees: call for applications and applications with attachments 3 years
- Persons employed with pay subsidy: e-mail contact will not be archived, decision on pay subsidy 10 years
- Work try-outs: decision and agreement on work try-out 2 years
- Non-military service personnel: Non-military service commitment is not archived at the university
- Signed employment contract 50 years
- Remuneration form 6 years from the end of the financial year
- salary card 50 years from the end of the financial year
- Resource Agreement / Visitor Agreement 2 years
- The power of attorney for union membership fees is retained for the duration of the employment relationship
- Notification of pension decision 6 years
- notice of resignation 6 years
- agreement on termination of employment 10 years
- Certificate of employment 10 years
- Annual leave application current year + 2 years, sick leave or family leave form current year + 10 years
- Time tracking data 3 years
- Development and target discussion form current year + 1 year
- Declaration of part-time interests 6 years from the end of the financial year
- Related party notification 6 years from the end of the financial year

Your rights related to the processing of personal data

The employee can see their own information and, to some extent, update it. Requests concerning the exercise of the rights of the data subject are submitted to the e-service of the University of Tampere **tau(at)tuni.fi**

You can ask for advice on exercising your rights from those processing your data, the e-service tau(at)tuni.fi and the Data Protection Officer dpo(at)tuni.fi.

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.

The national supervisory authority in Finland is the Office of the Data Protection Ombudsman, contact information:

[Office of the Data Protection Ombudsman](#)

Street address: Lintulahdenkuja 4, 00531 Helsinki

Postal address: P.O. Box 800, 00531 Helsinki

Email address: tietosuoja@om.fi

Switchboard: 02956 66700

Controller

Tampere University Foundation sr (business ID 2844561–8)

Kalevantie 4, 33014 University of Tampere

Phone number: 0294 5211 (university switchboard)

E-mail: [tau\(at\)tuni.fi](mailto:tau(at)tuni.fi) (university's service address)

Contact person in matters concerning processing

Name: HR Specialist

Faculty/unit: HR Services

Address: University of Tampere, Kalevantie 4, 33014 University of Tampere

Phone number: 0294 5211 (university switchboard)

E-mail: [mepco-tuki\(at\)tuni.fi](mailto:mepco-tuki(at)tuni.fi)

You can reach the Data Protection Officer

[dpo\(at\)tuni.fi](mailto:dpo(at)tuni.fi)