

# Privacy Notice

dated 30.11. 2023

## 1. Data Controller

Tampere University Foundation sr  
Tampere University  
33014 Tampere University  
Kalevantie 4, 33100 Tampere  
Business ID: 2844561-8

## 2. Contact Person for Registry Matters

Saija Palovuori-Moisio  
Phone: 040 849 0184  
Email: [mepco-tuki@tuni.fi](mailto:mepco-tuki@tuni.fi)

## 3. Data Protection Officer

Email: [dpo@tuni.fi](mailto:dpo@tuni.fi)

## 4. Register Name

### HR System MepcoPro

## 5. Purpose and Legal Basis for Processing Personal Data

- Purpose:
  - Handling payroll and personnel administration tasks
- Legal basis:
  - Contract
  - Legal obligation

## 6. Contents of the Register

- The register contains relevant information related to Tampere University's employed staff, fee and grant recipients, and visitors (including emeritus professors).
- Basic personal information:
  - Identifying details such as name and personal identification number
  - Address and contact information (bank details)
  - Educational information
  - Side jobs and affiliations
  - Nationality
  - Work and residence permit details
  - Information on presenting a criminal background check for those working with children (details of the check are not stored in the system)

- Information related to employment and compensation:
  - Employment contract details
  - Job title
  - Salary information
  - Part-time details
  - Cost center
- Details of deductions from salary:
  - Trade union membership fee information
  - Enforcement information
- Absence information
- Annual leave details
- Information from visitor agreements

#### **7. Regular Sources of Information**

- The data stored in the system is obtained directly from the data subjects themselves, through agreements between the data subjects and the data controller, and from employer decisions.
- External sources (such as the Finnish Tax Administration and the Enforcement Authority) supplement the system's information.

#### **8. Regular Disclosures and Recipient Groups**

- Regular disclosures to third parties:
  - e.g., Tax authorities, banks, KELA (Social Insurance Institution of Finland), insurance companies, occupational health services, trade unions, Confederation of Finnish Industries, Ministry of Education and Culture, Statistics Finland, travel agencies, and payroll service providers.
- Data processing related to the register's personal data is outsourced through a service agreement:
  - Yes, Certia Oy provides HR system and payroll services. A separate data processing agreement has been prepared for the service (as an annex to the service agreement).

#### **9. Transfer of Data Outside the EU or EEA**

- The register's data is not transferred to third countries or international organizations outside the EU or EEA.

#### **10. Principles of Register Protection**

- A. Manual material:

- Decision documents and notification forms are archived according to the information management plan.
- Material is handled, stored, and screened with attention to data protection. Access to the central archive is restricted to designated individuals.

B. Electronically processed data:

- There is a written agreement with Certia Oy regarding the processing of personal data.
- Electronic documents are archived according to the information management plan.
- HR system usage is allowed for individuals with valid employment and authorized user accounts. User accounts have limited rights to process personal data. Administrations have been assigned to the system.

**11. Retention Period of Personal Data or Criteria for Determining the Retention Period**

The retention periods for personal data are based on the law or the university's information management plan (TOS).

**12. Information on the Existence of Automated Decision-Making or Use of Register Data for Automated Individual Decisions, Including Profiling**

Register data is not used for automated individual decisions, including profiling.

**13. Rights of the Data Subject**

The data subject has the following rights, unless otherwise provided by data protection legislation:

- **Right to Access Personal Data**
  - The data subject has the right to know whether their personal data is being processed and what specific personal data about them is stored.
- **Right to Rectification**
  - The data subject has the right to request the correction or completion of inaccurate, incorrect, or incomplete personal data without undue delay. Additionally, the data subject can request the removal of unnecessary personal data.
- **Right to Erasure**
  - In exceptional cases, the data subject has the right to have their personal data completely removed from the data controller's registers (right to be forgotten).
- **Right to Restrict Processing**
  - In certain situations, the data subject has the right to request the restriction of processing of their personal data until their information has been appropriately verified, corrected, or supplemented.
- **Right to Object**

- In specific circumstances, the data subject has the right to object to the processing of their personal data based on their particular situation.
- **Right to Data Portability**
  - In certain situations, the data subject has the right to receive their personal data, which they have provided to the data controller, in a structured, commonly used, and machine-readable format, and the right to transfer the data to another data controller.
- **Right to Lodge a Complaint with the Supervisory Authority**
  - The data subject has the right to file a complaint with the supervisory authority based on their permanent residence or workplace location, especially if they believe that the processing of their personal data violates the EU General Data Protection Regulation (GDPR). Additionally, the data subject has the right to use administrative remedies and other legal protections.

Contact details:

Office of the Data Protection Ombudsman

P.O. Box 800, 00521 Helsinki

Email: tietosuoja@om.fi

- Requests related to the exercise of data subject rights should be submitted electronically to the university's service email address: tau@tuni.fi, or by regular mail to the following address:

Tampere University

33014 Tampere University