

## **Privacy Statement of University of Turku eRecruitment (eRekry) system**

**Description of file in accordance with the Personal Data Act (523/99), Section 10.  
Revision 10 April 2018 (unofficial translation. In case of any discrepancy, the Finnish version is official)**

This description of file includes also the system description (Decree on the Publicity and Good Information Management Practices [1999/1030], Section 8)

By registering into the system, the user (applicant) accepts this description of file and the data protection procedures. The University of Turku reserves the right to update this description of the file as well as the description of system. The date when the description has come into force is in the heading.

### **Registrar**

The University of Turku / Human Resources

### **Contact information**

The University of Turku  
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### **Contact persons on registration matters**

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### **Electronic recruitment system, (eRekry platform – University of Turku system description)**

University of Turku eRekry system covers also UTUGS (University of Turku Graduate School) modules used in right to pursue a doctoral degree, dissertation follow-up, seeking specific Grants and reporting together and Personnel Pool module used administration and reporting when relocating personnel in University of Turku.

### **Purpose of the use of personal data:**

eRekry (Saima) Publishing open positions, collecting information on the applicants and comparing the information in order to make an employment selection, collecting open applications, and reporting (Personal Data Act [22 April 1999/523], section 8).

eRekry (UTUGS-Saimi) Publishing funded positions for doctoral candidates, collecting information on the applicants and comparing the information in order to make an employment selection, and reporting (Personal Data Act [22 April 1999/523], section 8).

eRekry (UTUGS-Saimi) Applying for a right to pursue a doctoral degree, collecting information on the applicants in order to make a decision on the selection and reporting (Personal Data Act [22 April 1999/523], section 8).

eRekry (UTUGS-Saimi) Following the progress of the doctoral dissertations: collecting basic information on the doctoral candidates and on the progress of the dissertation for the follow-up and reporting.

Grant for Finalising the doctoral dissertation (UTUGS-Saimi) collecting basic information on the doctoral candidates and on the progress of the dissertation for the follow-up and reporting.

Travel-Grant (UTUGS- Saimi) Collecting basic information on the doctoral candidates and on the progress of the dissertation for the follow-up and reporting.

eRekry (Saima/Personnel Pool) collecting basic information and personal wishes of the employed personnel and comparing the given information in order to make an employment selection and reporting.

Above data is also used to create reports for university's internal purposes as well as external purposes that are required by law and special requirements identified by The Ministry of Education and Culture for its information collection/statistical purposes.

### **Information content on the register**

Basic information of the person (given name, family name, email address, address, country, mobile phone number, date of birth, gender, and other equivalent information)

Information on education and language skills

Information on work experience

Information on know-how

Information on research and teaching merits

Information on the pursued degree (only UTUGS positions)

Personal study plan (only UTUGS positions)

Studies and follow-up (only UTUGS positions)

Personal ID number (only UTUGS positions)

University of Turku student number (only UTUGS positions)

Basic information related to - Grant for Finalising the doctoral dissertation (UTUGS-Saimi)

Basic information related to – Travel Grant (UTUGS-Saimi)

Recruitment wishes

Additional information (Possible time for start of employment, referees, strengths, additional information, where applicant found the information on the open position)

Appendices

Retention time for applications is set for 36 months, calculated from updating the application, after which the information is deleted from the system. For open applications, the retention time is set for 6 months calculated from updating the application, after which the information is deleted from the system. The applications of the recruited applicants are stored permanently in the electronic system and archived in print form.

Retention time for the applications for the UTUGS positions is 60 months, calculated from updating the application, after which the information is deleted from the system. The decisions on the right to pursue a degree are stored permanently but separately from the system.

### **Regular sources of information**

Applicants who apply for open positions enter their information into the system using the software designed for this purpose. Upon the applicant's consent, other data which is necessary for the application process may be acquired from other sources of information. The information is available only to the applicant until the application is sent. The personnel recruiting for the University of Turku can search for persons for open positions among the open applications also without a separate announcement.

The applicant can request for removal of their information and cancel the possible open application, after which the information is no longer available for the University of Turku.

### **Transfers and disclosures of information according to regulations**

The personal information in the data file is disclosed only to the data subject or against a right based on law. Data may also be disclosed to other purposes upon the consent of the data subject.

The data classified as UTUGS information is transferred daily into UGIS - University of Turku Graduate School Information System. Data related to selected applicant is transferred into University of Turku main data repository. No other direct connections apply.

The personal information is handled confidentially and it is used only in the recruitment for the University of Turku, the application process for the UTUGS positions and their follow-up, in applying for and granting the right to pursue a doctoral degree or when granting the

The information might be viewed by those employees of the University of Turku who are participating in the recruitment or other people who are participating in recruitment, handling the right to pursue a doctoral degree or following the progress of dissertations, people who are participating in decision making when making decisions of Travel- and Finalising the Doctoral Dissertation and need this information to carry out their work tasks.

The information is also used for reporting purposes in systems described in above section.

By registering into the system, the applicant can browse all open positions and apply directly. It is also possible to apply for a position without leaving an open application. The open positions can be browsed on the web pages of the University of Turku without registering to the system.

By registering, the applicant can also apply for the right to pursue a doctoral degree or fill in the follow-up form for the progress of the dissertation during the application and follow-up periods.

### **The disclosure of information outside the EU or European Economic Area**

Information is not disclosed outside the EU or European Economic Area.

### **Principles of system protection**

You can sign in to the electronic recruitment system by either a personal username or password or with the HAKA user identification. Persons entitled to make employment decisions or related preparations have the right to access the personal data files with the HAKA identification.

The electronic recruitment system is located in online services servers of Visma Enterprise Ltd and the rights to use the system have been restricted with user roles and structural rights, so that the information can be processed only by those who are entitled to do so. The system records information on who has saved or altered information and when the alteration has been made.

The system user is identified by using the email address, password and username or by HAKA identification. Visma Enterprise Ltd complies with its own automatic data processing protection system guidelines. If the applicant uses the system from a public workstation, they are personally responsible for clearing the browser history and cookies when exiting the system.

### **Manual data**

The application of the person selected for the position is kept permanently in the University of Turku archives in locked premises. The application of a person who is accepted to pursue a doctoral degree as well as the appendices are kept for 10 years in the archives in locked premises. The information in the follow-up form is kept for five years from the update in the eRekry system.