


DESCRIPTION OF THE PERSONAL DATA FILE
Personal Data Act (523/99) 10 §
Date: 29.9.2014

1. Controller of the personal data file	University of Eastern Finland Joensuu Campus Yliopistokatu 2 PL 111 80101 Joensuu Kuopio Campus Yliopistonranta 1 PL 1627 70211 Kuopio Savonlinna Campus Kuninkaankartanonkatu 5 PL 86 57101 Savonlinna Telephone 0294 45 1111 (switchboard)
2. Persons responsible for the personal data file	Person responsible: Human Resource Manager Jouni Kekäle, tel. 0294 458005, Yliopistokatu 2, PL 111, 80101 Joensuu Contact persons: Human Resource Specialist Eila Ikonen, tel. 0294 458118 and Human Resource Specialist Tarja Vauhkonen, tel. 0294 458119 The email addresses of the person responsible as well as the contact persons are in form forename.surname@uef.fi
3. Name of the personal data file	Job applicant register of the University of Eastern Finland
4. Purpose of the processing of the personal data	The processing of job advertisements and job applications, and the selection of employees for the University of Eastern Finland. (Act on the Protection of Privacy in Working Life (759/2004) 4 § and Personal Data Act (523/1999) 8.1 § articles 2 and 5)
5. Contents of the personal data file	Job applicants' personal data including name, date of birth and gender. Contact information including email address, street address, country and telephone number.



	<p>Information on the applicants' education, language skills, work experience and other competence significant for the applied job (e.g. merits in research and teaching).</p> <p>References, possible data to supplement the application, and information on preferred jobs in case of open applications. Depending on the applied job, the following attachments: the curriculum vitae, the list of publications, selected publications, a research plan, the application letter, a teaching portfolio, scientific merits and research, social interaction and activity, international activity, a postgraduate study plan, and a plan for developing research, teaching and societal interaction in the field, or any other attachment.</p> <p>Other data significant for filling the position.</p> <p>Applications are stored in the system for 36 months after the end of the application period. An open application is stored in the system for six months after receiving it. The applications and attachments of hired applicants are stored permanently in the electronic system and archived in print form.</p>
5b. Systems using the data file	Saima, the electronic recruitment system of the University
6. Regular sources of data in the file*	Job applicants enter their information in the database using software designed for this purpose. Upon the applicant's consent, other data necessary for a job application may be acquired from other information sources.
7. Regular destinations of disclosed data	Personal data in the data file are 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.
8. Transfer of personal data to outside the European Union or the European Economic Area	Personal data may be transferred if expert procedures are required by law when filling the position.



<p>9. Principles in accordance to which the data file has been secured</p>	<p>Information security regulations and -instructions of the University of Eastern Finland are in force in administering the information systems required to control the data file.</p> <p>Persons entitled to make employment decisions or related preparations have the right to access the personal data file. The HAKA authentication is required from the employees of the University of Eastern Finland. Access rights to the system are specified according to user roles.</p> <p>Employees have agreed to not take advantage of, inform third parties about any secrets of the trade or give out other information that has come to their knowledge during their employment. Confidentiality remains valid even after the contract of employment has ended.</p>
<p>10. Right of access</p>	<p>A data subject has the right to access his/her information in the data file. Right of access will be provided without delay and is free of charge once a year (PDA 26 §).</p> <p>Right of access can be denied only in exceptional circumstances (PDA 27 §).</p> <p>Request for the right of access is to be made in person or by a verified document. Identity of the person requesting the right of access will be verified before any information is given out. A data subject has the right to inspect information of him/her and receive a copy of the information upon request (PDA 28§).</p>
<p>11. Right to request rectification of data</p>	<p>The controller shall, on its own initiative or at the request of the data subject, without undue delay rectify, erase or supplement personal data contained in its personal data file and erroneous, unnecessary, incomplete or obsolete as regards the purpose of the processing.</p> <p>The controller shall also prevent the dissemination of such data, if this could compromise the protection of the privacy of the data subject or his/her rights (PDA 29§).</p> <p>In order to use the right of access or to rectify information the data subject must contact the person acting as the data controller.</p>
<p>12. Other rights to process personal data in the data file.</p>	



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*PDA 10§ does not specifically require gathering information but it is important considering the data subjects right to receive information. It also describes the contents of the data file on its own part.