

Privacy statement and information to the data subject (Articles 13 and 14 of General Data Protection Regulation (2016/679))

<b>1. Name of privacy statement</b>	<b>Personnel register</b>
<b>2. Controller</b>	Name Savonia University of Applied Sciences Ltd.
	Address PL 6, 70201 Kuopio
	Other contact information (e.g. work telephone, email address) savonia@savonia.fi
<b>3. Contact person in matters concerning the register</b>	Name Sanna Komu <a href="mailto:sanna.komu@savonia.fi">sanna.komu@savonia.fi</a>
	Telephone 044 785 5034
<b>4. Data protection officer</b>	Administrative Coordinator Mervi Hätinen, tietosuojavastaava@savonia.fi
<b>5. Data subjects</b>	Persons in employment relationship with, and persons applying for a position in the Savonia University of Applied Sciences.
<b>6. Legal basis for data processing</b>	The legal basis for the processing of personal data is legal obligation. Employment relationship is based on legislation concerning universities of applied sciences.
	The major legislation comprises: <ul style="list-style-type: none"> <li>• Universities of Applied Sciences Act</li> <li>• Universities of Applied Sciences Decree</li> <li>• Employment Contracts Act 55/2001 and other legislation governing employment relationship</li> </ul>
<b>7. Purpose of personal data processing</b>	The purpose of processing personal data is to manage payroll administration, to handle other obligations and rights related to the employment relationship, and to take care of the employer's other statutory obligations. In addition, the personal data is used to carry out occupational health care services based on a contract between the employer and the occupational health care service provider, to manage the employee selection process, to carry out employee wellbeing services, duties related to planning, development and evaluation of personnel, as well as tasks related to statistics and reporting on personnel matters.
	Personal data of the register is transferred to the internal use of Savonia University of Applied Sciences (to manage user control, financial management systems, student information management, working time monitoring and project administration, business travels, personnel elections, library).
<b>8. Personal data content and retention periods of the register</b>	The personnel register comprises the following personal data. <ul style="list-style-type: none"> <li>• Basic personal details of the person (name, date of birth, personal identity code, contact information)</li> <li>• Information about the employment relationship from the beginning until termination</li> <li>• Information about salary and payments (bank account number, salary terms and payments, union membership)</li> <li>• Working hours tracking and allocation, information about leaves of absence</li> <li>• information about scheduled working hours</li> <li>• Notifications relating to other occupations</li> </ul>

	<ul style="list-style-type: none"> <li>• Sick leave certificates</li> <li>• Information regarding job application and selection with annexes</li> <li>• Information regarding occupational health care services</li> <li>• Information regarding use of early support model</li> <li>• Information obtained from the process of evaluation of the system of remuneration based on comprehensive employee performance and on what the position demands used in the University of Applied Sciences.</li> <li>• Information regarding qualifications</li> <li>• Information about development discussion</li> <li>• information related to competence management and development</li> <li>• Orientation material (memorandums)</li> <li>• information related to employment benefits (e.g. Epassi)</li> <li>• information related to the expert community (e.g. name, cv, education)</li> </ul> <p>The retention periods of personal data have been specified in the information management plan.</p>
<p><b>9. Regular sources of data</b></p>	<p>Personal data is obtained</p> <ul style="list-style-type: none"> <li>• from the person him-/herself: identity information, salary payment information, working time monitoring and allocation information), leaves of absence, performance appraisals and assessments, competence-related information</li> <li>• from persons dealing with affairs of personnel in the areas of educational responsibility and in administrative and higher education services: application for permission to fill a vacancy or personal data sheet of an employment contract</li> <li>• from tax administration: information about tax percentage (electronic transfer)</li> <li>• from supervisor: information of working hour schedule</li> </ul>
<p><b>10. Regular disclosure of data</b></p>	<p>Notifications to pension insurance company, tax administration, notice of payment of membership fees to trade unions, statistical information to the ministry, Statistics Finland, employer organization, other statutory disclosures, information to banks and accounting department regarding salary payments, project financiers and transfer of data to others dealing with personnel benefits (for example occupational health care, TE Office, Kela, ePassi).</p>
<p><b>11. Transfer of data outside the EU / EEA</b></p>	<p>Data is not transferred outside the EU or EEA.</p>
<p><b>12. Principles for protection of the register</b></p>	<p>A Manual documentation</p> <p>Manual documentation is stored in a locked space. When the retention period the expires, the personal data is disposed of in an appropriate manner.</p> <p>B Computer-processed data</p> <p>Savonia University of Applied Sciences is committed to processing personal data in a confidential and secure manner. The lawful processing of data is ensured by the classification of data into sensitive and other personal data, limited access rights and their storage on a protected system or network disk.</p> <p>Users have personal usernames and password in the system. The information on the system or network disk is only accessible and used by those who are entitled to it on behalf of their work tasks. Databases containing personal data are protected by firewalls, passwords and other technical means. The databases and their backups are located in locked premises and only certain pre-designated persons have access to the data.</p>

<p><b>13. Rights of data subject</b></p>	<p>For questions related to the rights of the registered person, you can contact the contact person of the register or the data protection officer.</p> <p>Under the EU's GDPR (2016/679) the data subject has the following rights:</p> <p><b>Right of access to their data</b>  The data subject has the right to receive from the controller confirmation on whether or not the personal data concerning them is processed. The data subject has the right of access to the data. A fee may be charged for the right of control. The data subject's request for control may be refused if the requests are manifestly unfounded or unreasonable and especially if made repeatedly. (Articles 12 and 15)</p> <p><b>The right to rectification</b>  The data subject has the right to demand rectification of inaccurate personal data concerning them. (Article 16)</p> <p><b>The right to erasure</b>  With certain restrictions specified in the General Data Protection Regulation, the data subject has the right to have the controller erase the personal data concerning him or her. There is no right to deletion if we process your personal data to comply with a legal obligation or if the processing of your personal data takes place for the performance of a task in the public interest or for the exercise of public authority belonging to University of Applied Sciences. (Article 17)</p> <p><b>The right to restriction of processing</b>  With certain exceptions specified in the General Data Protection Regulation the data subject has the right to request the controller to restrict the processing of personal data concerning him or her. (Article 18)</p> <p><b>The right to data portability</b>  The data subject has the right to receive the personal data that he or she has provided to a controller in a machine-readable format when the processing is based on consent and is automated. (Article 20)</p> <p><b>The right to object</b>  The registered person has the right to object, on grounds related to his personal special situation, to the processing of his personal data, which is based on the processing is nec-essary for the performance of a task in the public interest or for the exercise of public au-thority belonging to the controller. The controller may no longer process personal data, except if the controller can demonstrate that there is a significantly important and justified reason for the processing that overrides the interests, rights and freedoms of the data subject, or if it is necessary to prepare, present or defend a legal claim. (Article 21)</p> <p><b>The right to withdraw consent</b>  If the processing of personal data is based on the consent given by the registered person, the registered person has the right to withdraw the consent given to the processing at any time without affecting the legality of the processing carried out on the basis of the consent before this. (Article 7)</p> <p><b>The right to appeal</b>  The registered person has the right to file a complaint with the Office of the Data Protection Ombudsman, if one considers that valid data protection legislation has been violated in the processing of his personal data.</p>
<p><b>14. Automated decisionmaking</b></p>	<p>The data subjects of the register are not subjected to automated decisions</p>