

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

1. Name of privacy statement	Personnel register
2. Controller	Name Savonia University of Applied Sciences Ltd
3. Contact person in matters concerning the register	Name Telephone Payroll secretary Sanna Komu, 044 785 5034
4. Data protection officer	Chief Information Officer Matti Kuosmanen, tietosuojaavastaava@savonia.fi
5. Data subjects	Persons in employment relationship with, and persons applying for a position in the Savonia University of Applied Sciences.
6. Legal basis for data processing	The legal basis for the processing of personal data is an employment relationship based on legislation governing Savonia University of Applied Sciences. The major legislation comprises: Universities of Applied Sciences Act Universities of Applied Sciences Decree Employment Contracts Act 55/2001 and other legislation governing employment relationship Archives Act
7. Purpose of personal data processing	The data is used for payroll administration, for managing other obligations and rights connected with employment relationships as well as other legal obligations of the employer. In addition, the 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, and for statistical and reporting purposes. Data of the register is transferred to the internal use of Savonia University of Applied Sciences (among others to manage user control, financial administration systems, management of student data, working hours tracking and project administration, business trips, personnel elections)

<p>8. Personal data contents of the register and retention periods</p>	<p>The personnel register comprises the following personal data. The contents of the privacy statement has been described in detail in the privacy statement of each information system.</p> <ul style="list-style-type: none"> - Basic personal details of the person (i.e. name, date of birth, personal identity code, contact information) - Information about the employment relationship from the beginning until termination - Information about salary and payments (e.g. bank account number, salary terms and payments, union membership) - Working hours tracking and allocation, information about leaves of absence - information about scheduled working hours - Notifications relating to other occupations - Sick leave certificates - Information regarding job application and selection with annexes - Information regarding occupational health care services - Information regarding use of early support model - 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. - Information regarding qualifications - Information about performance appraisal - Orientation material (memorandums) <p>The retention periods of personal data have been specified in the Archives Act governing Universities of Applied Sciences and in the information management plan based on it.</p>
<p>9. Regular sources of data</p>	<ul style="list-style-type: none"> - From the person himself or herself: identity information, salary payment information, working hours tracking and allocation information), leaves of absence, performance appraisals and assessments, - 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 - From tax administration: information about tax percentage (electronic transfer) - From close supervisor: information of working hour schedule
<p>10. Regular disclosure of data</p>	<ul style="list-style-type: none"> - Disclosure of information 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 (among others, occupational health care, TE Office, Kela, ePass).
11. Transfer of data outside the EU or ETA	Data is not transferred outside the EU or ETA.
12. Principles for protection of the register	<p>A Manual documentation Personal manual documentation is stored in a locked space. At the end of the retention period the data is disposed of in appropriate manner.</p> <p>B Electronic data processing To ensure lawful processing of data, the data is classified either as sensitive or other personal data, user rights are restricted and the data are stored in a system protected with user rights or in an online file.</p> <p>The users have personal user rights to the system. The data stored in the system or online file is accessible only to persons who have been granted user rights to the data in the performance of their work.</p>
13. Rights of the data subject	<p>Under the EU's GDPR (2016/679) the data subject has the following rights:</p> <p>Right of access to their data 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>The right to rectification The data subject has the right to demand the rectification of inaccurate personal data concerning them. (Article 16)</p> <p>The right to erasure 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. (Article 17)</p> <p>The right to restriction of processing 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>The right to data portability 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,</p>

	when the processing is based on consent and is automated. (Article 20)
14. Automated decision-making	The data subjects of the personnel register are not subjected to automated decisions.