

Privacy Notice

Staff Training Management System PeTra

Purpose of the data processing

The purpose of processing personal data is to manage the registration and participant information of the personnel trainings of the University of Turku. Personal data is collected and processed to organise personnel training. Personnel training is organised for those employed by the University of Turku. Participation to trainings may also be open to other members of the University community or the University's stakeholders.

The personnel training system includes the general personnel register which manages the personal data of the members of personnel who have participated in the trainings, as well as their participation in different personnel trainings. In addition, each personnel training constitutes a separate personal data register, in which information about the individual (whether a member of personnel or the University community or a stakeholder) is collected as training-specific data.

Legal basis for the processing of personal data

According to the general obligation in Chapter 2, Section 1 of the Employment Contracts Act, the employer must enable the employee's personal development in order to perform effectively in their work and provide them with a possibility to develop themselves in order to progress with their career.

The legal basis for the processing of personal data in relation to organising personnel training is carrying out the employer's legal obligations, the performance of the contract, and the fulfilment of the obligations of the employment contract.

For individuals other than University personnel, the legal basis for processing personal data is the contractual relationship formed between the Data Controller and the data subject through the registration.

Contact information

University of Turku, 20014 UNIVERSITY OF TURKU
Personnel Services
Inquiries about the system: hrd@utu.fi

Data Protection Officer of the University of Turku: dpo@utu.fi
More information about the University's Data Protection Officer: www.utu.fi/dpo.

Personal data groups

Information relevant to personnel training that is collected or provided by the individual
e.g.:

Personal data

- first name
- last name

- user ID
- Contact information
- email address (UTU)
- Work information
- unit or other organisational information
- Other information
- Any additional information related to training and registration, that is provided at the participant's discretion.

Data sources

The sources of information are the information provided by the person themselves and the information transferred directly from the personnel system (first name, last name, e-mail address and unit or other organizational information).

The period for retaining personal data

According to the filing plan of the University of Turku the participant lists of personnel trainings must be retained for three years. Therefore, the participant lists of personnel trainings and the personal data they contain are stored in the PeTra Staff Training Management System for the period required to fulfil the data retention obligations.

The individuals will be removed from the PeTra Staff Training Management System once the retention period for the personnel trainings in which they participated has expired.

Possible users of the data

Personal data is processed by individuals involved in the administration of personnel trainings. On a case-by-case basis, participant data may be disclosed to an external training or event organiser. In such cases, only the information necessary for planning the content of the training, taking into account the needs of the target group, will be shared.

PeTra Staff Training System is maintained by the University's Digital Services, and does not have an external supplier with access to the data. Within the University, the data is stored in a data warehouse managed by the Digital Services.

Transferring of data to third countries

Data in the registers related to personnel trainings will not be transferred or disclosed to parties outside the EU or the European Economic Area.

Publicity and confidentiality of the data

Information is disclosed to the individual who requests it in accordance with the Act on the Openness of Government Activities.

Data subject's rights of access, rectification, erasure, restriction and objection

The personal data of the University personnel and other members of the University community is obtained from the User Management System of the University of Turku. Any additional training-specific information is provided by the data subjects themselves. For the other participants of personnel trainings, personal data is collected from the data subject through their registration for the event.

Data subjects have the right to access their personal data and to request rectification. The data subject does not have the right to demand erasure of data or to object to the processing of data due to the University's data retention obligations.

Data subjects have the right to restrict the processing of their data, the right to have their data transferred to another system when processing is based on a contract and the data was provided by the data subject, and the right to have data erased if it is no longer necessary for the purposes for which it was collected or processed, or if the data has been processed unlawfully. However, data cannot be erased if data processing is necessary to comply with the Data Controller's statutory obligations.

Data subjects have the right to file a complaint with the supervisory authority.

The contact person in matters regarding the rights of data subjects is the Data Protection Officer of the University of Turku: dpo@utu.fi

Principles for the protection of personal data

The registered data is stored in accordance with best practices, good information security, and legal requirements to ensure it is protected from external parties. Access to the registers is controlled through user identification and passwords as well as structural and group-specific authorisations. Registers containing personal data may only be accessed by the members of personnel who require the data to perform their work tasks. The system can be accessed only through a protected network connection.

PeTra Staff Training Management System is based on the open source Indico platform, which is maintained and developed by the Digital Services of the University of Turku. The system does not have an external supplier that can access the data.

Use of the service generates log entries which are used to ensure the information security of the service, develop the service technology, and detect, prevent, or investigate technical faults or errors (Sections 138, 141, 144, and 272 of the Information Society Code (917/2014)). The logs are retained for these purposes for the required period and will not be used for any other purposes.

The principles for the protection of personal data are described at:
<https://www.utu.fi/en/privacy/data-security-description>