TURUN YLIOPISTO

Privacy notice
30.10.2026

Human Resources

Privacy notice of sanctions reporting

Valid until 1 October 2026

Why do we process your personal data?

University of Turku uses DOKS system to conduct investigations related to legally mandated sanctions reporting. DOKS system is owned by Alma Media Oyj.

The DOKS system is used to conduct checks on all individuals being recruited into employment with the university, as well as on university employees who are entering into a new employment contract. University of Turku needs to conduct background checks when there is a requirement to perform a sanctions-related background screening in accordance with applicable legislation. University of Turku conducts background checks to ensure compliance with laws, regulations, and directives.

the DOKS system, checks can be carried out on Tampere University’s partners, visitors (resource agreement holders or guests), prospective recruits or current employees.

What personal data do we process?

Pakotetarkastuksen yhteydessä käsitellään henkilötietoja, joita rekrytoitava työntekijä on toimittanut yliopistolle rekrytoinnin yhteydessä. Näitä tietoja ovat mm.: nimi, syntymäaika, henkilötunnus, sähköpostiosoite, mahdollinen postiosoite, pankkitili, aiempi koulutus- ja työtausta. Pakotetarkastuksen ensisijaiset tarkastukset kohdistuvat nimeen ja syntymäaikaan.

As part of the sanctions screening process, personal data provided to the university by the prospective employee during recruitment is processed. This information may include, among other things, name, date of birth, personal identity code, email address, possible postal address, bank account details, and educational and employment history. The primary sanctions screening checks are conducted using the name and date of birth.

Why can we to process your personal data?

Article 6, paragraph 1: c) Processing is necessary for compliance with a legal obligation to which the controller is subject.

Where do we obtain the personal data required for processing?

The DOKS system complies data from public data sources such as control lists and trade register information. As regards recruiting and employment contracts, personal data are obtained directly from the persons themselves.

Processors and disclosures of your personal data

The DOKS system and the data it contains is operated by Turku University’s employees whose duties include carrying out mandatory background checks. DOKS system is operated by HR staff

responsible for recruitment-related matters in the faculties, independent units, and centralized Human Resources Services.

DOKS system is also operated by selected employees of the Legal Services. When necessary, the employer may extend the user rights if it identifies other tasks with comparable needs for background checks. When necessary, the data may be disclosed to Turku University's employees who make decisions or are cooperation partners responsible for partnerships, visits, recruitments or employment relationships.

Do we transfer your personal data outside the EU/EEA?

Personal data are not transferred outside the EU/EEA area.

How long do we keep your personal data?

The results of the sanctions screening are recorded in the university's electronic employment contract process. The information is retained as part of the employment contract documentation in accordance with the applicable retention periods for employment contract records. Archived customers will be kept in the archive until the expiration of the set retention period, after which the data will be deleted automatically and permanently. All the data are saved in the DOKS system, and all transactions will leave a time stamp. In the DOKS system, data are stored/archived for 5 years.

What rights do you have as a data subject?

According to the Data Protection Regulation, data subjects have the following rights:

Right to information (right to access one's personal data)
Data subjects have the right to know whether their personal data are processed and which of their personal data are stored.

Right to rectification
Data subjects have the right to request that any incorrect or inadequate personal details are rectified or supplemented without undue delay. They also have the right to request that unnecessary personal details are deleted.

Right to erase data
In exceptional cases, data subjects have the right to have their personal data completely erased from the controller's registers (right to be forgotten).

Right to restrict processing
In certain cases, data subjects have the right to request that the processing of their personal data is restricted while the data is properly checked and corrected or supplemented.

Right to object processing
In specific personal situations, data subjects have the right to object the processing of their data whenever they want.

Right to data portability
In certain cases, data subjects have the right to transfer the personal data they have submitted to the

controller in a structured, commonly used and machine-readable format and to transmit it to another controller.

Right to lodge a complaint with the supervisory authority
A data subject has the right to lodge a complaint, in particular with the supervisory authority of the place where they are domiciled, if they consider that the processing of their personal data is in breach of the EU's General Data Protection Regulation (EU) 2016/679. The data subject also has the right to an administrative appeal and to use other legal remedies.

Using the register creates data that is stored in log entries and can be used to monitor server and telecommunications capacities, and to solve technical issues and misuse. Access to the log entries is allowed only to persons who take part in solving the issues mentioned above.

Contact person in matters regarding the rights of the data subject is the Data Protection Officer of the University of Turku, dpo@utu.fi

Requests related to the exercise of the rights of the data subject should be submitted electronically to the Registry of the University of Turku: kirjaamo@utu.fi
or by a letter sent to: University of Turku, Registry, FI-20014 UNIVERSITY OF TURKU.