



Privacy notice / University of Turku Personnel Register

Data Controller and contact information

UNIVERSITY OF TURKU
University Services
Human Resources
FI-20014 Turun yliopisto

Contact person of the register:

email: petri.makinen@utu.fi, tel. +358 50 357 9941

Data Protection Officer of the University of Turku:

email: dpo@utu.fi, tel. +358 50 514 1147

Used IT systems

Mepco HRM (From 1.6.2020 onwards Personec F, Personec ESS, Personec HR and SAP HR are remained as archive of old HR data during the autumn 2020).

Purpose for the processing of personal data and retention period

The personal data of the University personnel is registered to the Personnel Register of the University of Turku on the basis of their employment relationship. In addition, the personal data of persons receiving remunerations and similar compensations is recorded in the register.

For the University personnel, the purpose of using the registered data is processing matters related to the employment relationship as well as processing information that is forwarded to authorities and funders. For persons receiving remunerations or compensations, only the data needed for paying the remuneration or grant as well as the information provided for authorities is recorded in the register.

Mepco HRM system is used for handling absences and vacations and also carrying out the evaluation process according to the salary system for universities: in the evaluation of job requirement and personal performance level.

Personal data is stored mainly in Mepco HRM system. Partly data is stored also in printed form and electronically (electronically signed pdf-files) in cloud storage at Human Resources.

Registered data is processed by members of University personnel whose work tasks include processing the data. The register data is processed by the HR specialist and secretaries at Human Resources as well as the Payroll Office personnel. In addition to the personnel whose work tasks requires processing the data, some of the data can be accessed by the employee's supervisor and the supervisors of the supervisor.

Also the employees have access to their personal data and can modify it to some extent. The personal data registered on the basis of the employment relationship is permanent due to its nature.

The following personnel data is stored in the register:



245 June 2020

Personal data:

- date of birth
- social security number
- last name
- given names
- calling name
- sex
- nationality
- native language
- educational level
- previous last name
- continuous term of employment
- University account username and email address
- degree information

All the basic information of the employment are recorded for personnel in an employment relationship:

- start and end date of each contract
- title
- personnel group
- place of employment
- information the salary is based on
- possible confirmation dates of salary
- nature of the employment relationship (permanent/fixed-term)
- working time regulation
- working percentage
- cost centre and unit of placement
- supervisor

Leaves of absence:

- sick leaves and corresponding leaves
- vacations and earned holidays
- other possible leaves of absence (e.g. parental leave, rehabilitation)

Other information recorded for employed personnel:

- docenture
- positions of trust (dean, vice dean etc.)
- annual income information
- work career information (voluntary if other employment than that at the University)

In addition, the following data is needed for the salary:

- bank account information
- taxation information
- pension scheme



245 June 2020

The data on the salary information process is registered for those employees belonging to the salary system for universities.

For remuneration and grant recipients, a considerably smaller amount of data is registered than for employees. The data is recorded to the personnel register at the Payroll Office of the University of Turku where the staff of the Payroll Office process the information. The data is provided on paper, so the personal data has already been processed in the units before it is delivered to the Payroll Office.

The following data is recorded for persons receiving remuneration or grants:

- date of birth
- social security number
- last name
- given names
- calling name
- sex
- home address

The following information is recorded for the payment of remuneration or grant:

- bank account
- taxation information
- title
- type of remuneration
- basis for remuneration
- pension scheme

Legal basis for processing data

The legal basis for processing personal data is a contract (making and implementing an employment contract) and legal obligations (e.g. carrying out employer obligations and obligations to authorities, carrying out obligations related to remunerations and grants).

Recipients and recipient groups of personal data

Inside the University

- The IdM system of the University of Turku (creates the UTU account)
- Data warehouse administered by the IT Services
- Intranet of the University of Turku (through data warehouse)
- The user identification system of the HAKA federation
- SoleTM (through data warehouse)
- Research Information System (through data warehouse)
- work time tracking system of the University (through data warehouse)
- Topi steering system (through data warehouse)



245 June 2020

Outside the University

- service provider Certia
- tax authority
- trade unions
- Kuntien Eläkevakuutus pensions
- Eläke-Varma pensions
- Statistics Finland
- Danske Bank (from where transferred to other banks)
- Ministry of Education and Culture
- Confederation of Finnish Industries (Association of Finnish Independent Education Employers)
- Mehiläinen (occupational health services)
- American Express Global Business Travel Finland
- Person register of the Public Employment and Business Services

Personal data will not be disclosed to parties outside the EU or the European economic region.

Source of data

- basic personal information from the person themselves
- information on employment relationship from the University units/supervisors/systems to whom/where the employees themselves have provided them
- information on remuneration or grant from the University units/person approving the remuneration
- taxation information from the Tax Administration systems
- information on absences from the person themselves or their supervisor
- degree information from the person themselves or from the study register of the University of Turku

Rights of the data subject

The data subject has the following rights:

- Right of access
- Right to rectification
- Right to [erasure](#)
- Right to [restriction of processing](#)
- Right to [object](#)
- Right to contact Data Protection Ombudsman if the person considers that the law is broken in the processing of their personal data.

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



245 June 2020

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

Principles for the protection of personal data

Principles for the protection of personal data is described at:

http://www.utu.fi/en/unit/university-services/it-services/information_security/Pages/Data-Security-Description.aspx