

24 May 2018

1. Name of the register	Personnel Training
2. Identity and contact information of the Data Controller	University of Turku Address: University of Turku, FI-20014 TURUN YLIOPISTO Email: kirjaamo@utu.fi Telephone: +358 29 450 5000 (operator)
3. Contact information of the Data Protection Officer	Camilla Engman Email: DPO@utu.fi Telephone: +358 29 450 4361
4. Contact information for matters regarding the use of the register	University of Turku Human Resources FI-20014 TURUN YLIOPISTO hrd@utu.fi
5. Purpose and legal basis for the processing of personal data	<p>The purpose of the processing of personal data is to manage the registration and participant data of the personnel trainings of the University of Turku. Personal data is collected and processed for organising personnel trainings and applying for statutory training compensation.</p> <p>Personnel training is organised for those in an employment relationship to the University of Turku. Specific trainings can also be participated by other members of the University community or the University's stakeholders.</p> <p>Personnel training includes the general personnel register which manages the personal data of the members of personnel who have participated in the trainings and their participation in different personnel trainings. In addition, each personnel training is its own person register where a person's (a member of personnel or the University community or a stakeholder) training-specific data is collected into.</p> <p>When applying for statutory training compensation, the participant data and participant-specific training days are reported regularly based on the participant data of the personnel trainings.</p> <p>According to the general obligation of Chapter 2, Section 1 of the Employment Contracts Act, the employer must enable</p>

24 May 2018

	<p>the employee's personal development in order to perform in their work and provide them with a possibility to develop themselves in order to progress with their career. The training compensation for the personnel trainings received by the University is based on the Act on Compensations for Training (1140/2013). The objective of the Act is to improve the employer's possibilities to organise training for their employees which develops professional skills.</p> <p>The legal basis for the processing of personal data in regard to organising personnel training is carrying out the employer's legal obligations.</p> <p>The legal basis for the processing of personal data in regard to other than the University personnel is set by an agreement that is formed between the Data Controller and the data subject through the registration.</p>
<p>6. Personal data groups in this privacy notice</p>	<p>Personal data</p> <ul style="list-style-type: none"> • Name • Possible earlier name • Date of birth • Gender <p>Contact information</p> <ul style="list-style-type: none"> • Address • Email address • Telephone and mobile phone <p>Work information</p> <ul style="list-style-type: none"> • Address • Title • Company • Position • Supervisor • Unit <p>Other information</p> <ul style="list-style-type: none"> • Possible additional information • Language used in the service • Participation in personnel trainings
<p>7. Recipients and recipient groups of personal data</p>	<ul style="list-style-type: none"> • eTaika (eTaika is the system supplier for the University's Konsta – Contact and Event Management System. Registers related to personnel trainings are stored in the Konsta system.)

24 May 2018

	<ul style="list-style-type: none"> • The Unemployment Insurance Fund (TVR) for applying for training compensation • Registered data can be disclosed to stakeholder groups of the training or event (for example the instructors or organisers of the training/event).
8. Information on transferring 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 region.
9. The period for retaining personal data	<p>The filing plan of the University of Turku obliges to store the participant lists of personnel trainings for 15 years. Therefore, the participant lists of personnel trainings and the personal data they contain are stored in the register for the time period required to fulfil the data storage obligations.</p> <p>The person will be erased from the personnel register when the retention period of the personnel trainings regarding them has expired.</p>
10. Rights of the data subject	<p>The data subject has the right to access their personal data and the right to rectification of data. The data subject does not have the right to demand the erasure of data or the right to object the processing of data due to the University's data storage obligation.</p> <p>The data subject has the right to make a complaint with the supervisory authority.</p> <p>The contact person in matters regarding the rights and obligations of the data subject is the Data Protection Officer. Contact information of the Data Protection Officer can be found at the beginning of this notice.</p>
11. Is there an obligation to provide personal data that is based on legislation or an agreement or required in order to form an agreement, and does the data subject have to provide personal information, and	<p>The prohibition of the providing of personal data prevents the University of Turku to organise its legal obligation for the data subject. In a case like this, the University may not necessarily be able to provide the person in question personnel training services.</p> <p>If the data subject that is not a member of University personnel does not provide required data regarding the registration to the training, the Data Controller cannot accept the regis-</p>

24 May 2018

<p>are there any consequences for not providing said data</p>	<p>tration of the data subject or commit to the agreement between the Data Controller and the data subject regarding the registration to the event.</p>
<p>12. Information on the source of personal data</p>	<p>The personal data of University personnel and other members of the University community is acquired from the Contact and Event Management System of the University of Turku. The possible additional training-specific information is acquired from the data subjects. In regard to other participants of personnel trainings, personal data is acquired from the data subject through their registration to the event.</p>
<p>13. Information on the existence of automatic decision-making, including profiling</p>	<p>Registered data will not be used for automatic decision-making or profiling.</p>
<p>14. Principles for the protection of data</p>	<p>The registered data is stored according to the best practices, good information security, and legislative regulations so that it is protected from external parties. The register is protected with user identification and passwords as well as structural and group-specific authorisation. Registers containing personal data can be accessed only by the members of personnel who require the use of personal data for performing their work tasks. The system can be accessed only through a protected network connection.</p> <p>An agreement on the terms regarding the processing of personal data, which is in accordance with the EU General Data Protection Regulation, has been made with the system supplier (eTaika Oy).</p> <p>The use of the service creates log entries which are used for ensuring the information security of the service, developing the technology of the service, and for detecting, preventing, or investigating 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 time period and they will not be used for any other purposes.</p>