



25 May 2018

PRIVACY STATEMENT FOR THE PROCESSING OF PERSONAL DATA OF LAUREA STAFF

Controller

Laurea University of Applied Sciences Ltd, Ratatie 22, 01300 Vantaa, Finland

- Controller's contact person: President, Managing Director Jouni Koski, jouni.koski@laurea.fi
- Person in charge of the personnel register: HR Director Tiina Päivärinne, tiina.paivarinne@laurea.fi
- Contact details of the data protection officer: Marjo Valjakka, marjo.valjakka@laurea.fi

Purpose and legal basis for the processing of personal data:

The purpose of the processing of personal data is to carry out the tasks related to human resources management at Laurea University of Applied Sciences Ltd:

- Receiving the data required for payroll computation and payment of salaries and remunerations as well as forwarding these data to the relevant stakeholders
- Planning, management and monitoring of matters related to human resources and employment and compilation of relevant statistics; systematic fulfilment of an employer's statutory duties and obligations
- Planning and monitoring of the personnel's working hours
- Management, monitoring and development of the personnel's competence and well-being at work
- Payment of remunerations to elected officials and systematic fulfilment of statutory duties and obligations.

The lawfulness of the processing of personal data is based on the statutory tasks of universities of applied sciences as well as the agreement between the employer and employee pursuant to the following laws:

- Universities of Applied Sciences Act 932/2014
- Limited Liability Companies Act 624/2006
- Employment Contracts Act 55/2001

Personal data categories to be processed

Information related to the employment relationship and payment:

- Identification data (name, personal identification number, date of birth, home address and telephone numbers)
- Employment relationship data (start and end dates of employment, job description, teachers' working hour plans, organisation identifiers)
- Payment-related information (bank account number, pay factors, trade union membership)
- Information related to pay and payment (pay, posting of pay, tax, other deductions)
- Attendance and absence information (working hours monitoring, absences, sick leave, other leave, annual holiday balance and other balances)
- Years of experience information (information needed for calculations related to years of service and experience)
- Information related to development discussions
- Information related to access rights (user ID)

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The retention period of the data is determined by the filing plan of Laurea University of Applied Sciences. The most important retention periods for personal data are as follows:

- List of personnel: stored permanently
- Employment contracts: 10 years after expiry
- Annual holiday-related matters: 3 years
- Work certificates: 10 years
- Documents related to the payment of salary, compensations and increments: 50 years
- Development discussion forms: 2 years
- Documents related to the employment relationship and terms of employment: 10 years
- Well-being at work questionnaires and reports: 10 years.

No automatic decision-making or profiling is carried out on the basis of personal data.

Regular sources of information

- Basic information provided on electronic forms by the supervisor or the person being recruited and information provided by a visiting lecturer on the agreement form
- Employment and pay information provided by the supervisor/HR
- Pay/remuneration transactions, interruptions of employment and holiday periods reported by an employee through the working hours monitoring system and interruption notification or holiday notification forms

Tax deduction card information in direct transfers from the tax authorities or provided by the employee

Regular disclosure and transfer of data

Personal data of the employees are sent to

- Pension insurance companies (employment, pensionable earnings)
- Kela (sickness allowance, other absences)
- Banks and accounting (salary and remuneration payment information)
- Contact details needed for well-being at work surveys and other personnel surveys (Great Place to Work)
- Occupational health services (contact details, attendance information, sick leave prescribed by a doctor other than an occupational health physician)
- Insurance companies (insurance compensation, statistics)
- The tax authorities (monitoring notice, annual notification, tax card requests)

- Notifications to trade unions, unemployment funds, the Employment and Economic Development Office and the Education Fund at the employee's request

- Statistical data to Statistics Finland and the Ministry of Education and Culture.

Personal data and employment data are transferred into systems that process personal data at Laurea University of Applied Sciences Ltd:

- HR management system (KuntaPro HRM)
- User management (FIM)
- Education management and planning system (Peppi)
- Project management system (Reportronic)
- Travel expense management system (Basware TEM)

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- Emergency message system (SecApp)
- Expense management system
- Laurea Library customer database.

Normally, personal data are not transferred outside the EU or ETA area. If such data transfers are made, one of the following conditions must apply:

- The EU Commission has determined that the data protection level in the country in question is adequate.
- Adequate security measures have been taken by applying model contract clauses approved by the EU Commission or by ensuring that the company processing the data has binding corporate rules in place.
- The person has given consent for the transfer of his/her data.

Principles of register protection

The data security and protection instructions of Laurea University of Applied Sciences apply to the management of the register. The HR data systems are used through a telecommunications network. The use is restricted by means related to the network and access rights. In a public network, data transfers into the system are always encrypted. Maintenance of the server environment has been outsourced with written agreements. The server equipment is located in the service provider's secure data centre that is suitable for the purpose.

The processor of the personal data, KuntaPro Oy, is responsible for the technical protection and data security of the data stored in the register, in accordance with the agreement.

The rights of data subjects

The rights of data subjects are determined in accordance with Articles 15-22 of the EU's General Data Protection Regulation:

- right of access
- rectification
- withdrawal of consent and erasure of data that are based on the subject's consent
- restriction of processing
- portability of data that are based on consent
- right to object.

The data protection officer is the contact person in matters related to the data subject's rights. Data subjects have the right to file a complaint with the data protection authority.