



## Privacy notice: Turku UAS' career and recruitment services' events

This is a privacy notice, which is based on articles 13 and 14 of EU's General Data Protection Regulation.

### Controller

Turku University of Applied Sciences Ltd

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kirjaamo@turkuamk.fi

### Person in charge and contact persons

Mikko Siitonen, Partnerships Manager, Community and Collaboration

Turku UAS' career and recruitment services, contact at [rekry@turkuamk.fi](mailto:rekry@turkuamk.fi)

### Contact information of the Data Protection Officer

Harri Kilpiö, Data Protection Officer (Turku UAS), +358 50 598 5830

Please contact in all data protection related matters: [tietosuoja@turkuamk.fi](mailto:tietosuoja@turkuamk.fi)

The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with them and as their substitute.

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## **Purpose of processing personal data**

For purposes of carrying out events of Turku UAS' career and recruitment services' events and activities (registration, communications, event contents, catering), the personal data of those registered is processed (alumni, students, staff members and stakeholders). The processing of personal data is based on an agreement to process personal data in connection with registering for an event.

The career and recruitment services are developed by collecting feedback and conducting surveys. In connection with surveys and collecting feedback, the processing of personal data is based on consent. Answering to surveys and giving feedback is completely voluntary.

## **Legal basis for processing personal data**

The processing of personal data of career and recruitment services' events is based on the person's consent (Article 6, 1a: unambiguous consent given by the data subject).

## **Processed categories and storage times of personal data**

In career and recruitment services' events and activities, the following personal data are mandatory:

- First name and last name
- Email address
- Telephone number

Depending on the event or activity, the following data might be mandatory:

- Participant profile (alumni, student, member of staff, stakeholder)
- Faculty/degree programme
- Information on where the participant found out about the event
- Additional information requested by a cooperation partner

In alumni events, the following personal data are voluntary:

- Dietary restrictions
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- Wishes regarding the event
- Questions for the visitor/speaker

In surveys collecting feedback and aiming at developing the career and recruitment services, indirect background data may be asked.

Personal data is stored in information systems which are Turku UAS' own or with which Turku UAS has a valid agreement on processing personal data, and they are erased after the last reporting of the current year has been completed.

### **Regular information sources**

The information provided by the individuals themselves. The personal data is collected with an electronic form.

### **Receivers or receiver groups of personal data**

The personal data is processed by career and recruitment services staff and to a limited extent, other members of staff at Turku UAS. In terms of events/functions organized in cooperation, also the cooperation partners.

### **Essential information regarding transfer of data to third countries (outside the EU or EEA countries)**

The data is not transferred to third countries.

### **Principles of data protection**

The data is accessed only by people whose tasks require access to the data. Access to the service is limited with user IDs and user rights.

### **Data subjects' rights**

According to the General Data Protection Regulation, the data subject has the right:

- to receive information on the processing of their personal data, unless otherwise regulated by the law
- to request for access to their personal data and rectification regarding incorrect or insufficient information

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- to erase their data (not applied, if the basis for processing is compliance with a legal obligation or performance of a task carried out in the public interest)
  - to restrict the processing of their data
  - to object to the processing of their data, if the basis for processing is general or legitimate interest
  - to request the transfer of data they have submitted themselves from one controller to another, if the basis for processing is consent or agreement
  - withdraw the consent they have given
  - notification obligation of the controller on the rectification/erasure/restricting of processing of personal data
  - not to be subject to automated decision-making (the data subject may allow automated decision-making by their consent)

Data subjects may exercise their rights by contacting the contact person mentioned in the privacy notice or the Data Protection Officer. More information on data subjects' rights is provided by the contact person and/or Data Protection Officer.

If processing the data does not require identifying the data subject without additional information or the controller cannot recognize the data subject, the right to inspection, rectification, data erasure, restriction of processing, obligation to report and transmittal is not applied.

You have the right to file a complaint with the Data Protection Ombudsman's office, if you consider that valid data protection legislation has been breached in processing your personal data. The contact details of the DPO can be found in the beginning of the privacy notice. All requests are processed on a case-by-case basis.

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