

# Personnel register

Jari Lahti

<b>Title of register</b>	<b>Personnel register</b>	
Contact person	Jari Lahti Head of Human Resources	jari.lahti@samk.fi +358 44 710 3130
Cause for handling	Statutory obligations Privileged interest of register keeper	
Purpose of handling	<ul style="list-style-type: none"> <li>• For creating the user identifier, which enables access to our own systems, other universities' systems and other national applications.</li> <li>• For development discussions and competence survey</li> <li>• For organizing tuition</li> <li>• For handling study unit feedback</li> <li>• For managing study performances</li> <li>• For statistics plus planning and clarification issues by authorities</li> <li>• For purchases and for checking and paying invoices</li> </ul>	
Groups of registered	Personnel on a contract	
Information groups	<b>Information group</b>	<b>Storage time</b>
	First and last name(s)	permanent
	Photograph	tov + 2 yrs
	Social security number	permanent
	Contact information	permanent
	Present / Absent	permanent
	Educational information	permanent
	Information regarding tuition and work, title	permanent
	Course feedback	2 yrs
Information sources	Person him-/herself	
Groups of receivers	<ul style="list-style-type: none"> <li>• KOTA statistics by Ministry of Education and Culture receive information on international visitors once a year (social security number, education, lecturers' qualification, person year, areas of supervision, publications)</li> <li>• Recruitment information to Ministry of Education and Culture</li> <li>• kyvyt.fi: first and last name(s), email address</li> <li>• occupational health services, more information <a href="https://www.terveystalo.com/en/Company/Privacy-statement/">https://www.terveystalo.com/en/Company/Privacy-statement/</a></li> </ul>	
Data transfer outside EU/ETA	Data is not disclosed outside EU/ETA. Exceptionally, persons participating in staff exchange have their name and email address sent to the receiving university.	
Automatic decision-making	No automatic decision-making	
Profiling	No profiling of registered	
Explanation	tov = time of validity, in this case the duration of the assignment	