

**PRIVACY NOTICE
JOB APPLICANTS****EU's General Data Protection Regulation (2016/679), Articles 13 and 14****Date: 27 September 2018****Updated: 08 May 2020****1. Data controller**

LAB University of Applied Sciences
Business ID: 0245904-2

Lahti Campus
Mukkulankatu 19, FI-15210 Lahti
Niemenkatu 19, FI-15140 Lahti
Tel. +358 3 828 18

Lappeenranta Campus
Yliopistonkatu 36, FI-53850 Lappeenranta
Tel. +358 29 446 5000

2. Data controller's representative and contacts

Data controller's representative:

Name: Rector Turo Kilpeläinen

Address: LAB University of Applied Sciences, Mukkulankatu 19, FI-15210 Lahti

Phone: +355 44 708 5085

Email: turo.kilpelainen@lab.fi

Data controller's contact:

HR Manager Virpi Ristimäki

Phone: +350 40 672 7014

E-mail: Virpi.ristimaki@lut.fi

3. Data protection officer

Name: Anne Himanka, Legal Counsel

Address: LUT University, Yliopistonkatu 34, FI-53850 Lappeenranta, Finland

Phone: +358 50 564 4623

Email dataprotection@lab.fi

4. Purpose of personal data processing

The processing of data related to job application processes.

5. Legal basis of personal data processing

The legal basis of the personal data processing is the preparation or implementation of an agreement.

6. Content of data file and storage period

The job applicant's name, date of birth, contact details, nationality, gender (for statistics), professional career information and degrees are stored.

The personal data of job applicants is stored in the online recruitment system for three years and otherwise in accordance with the storage periods defined in the university's filing plan.

7. Information systems employed

An online recruitment system and a document management system are employed in the data processing.

8. Data sources

Data is collected from the data subjects themselves.

9. Use of cookies

Browser-based filing information systems employ cookies to process personal data. A cookie is a small text file that the browser saves on the user's device. Cookies are used to implement services, facilitate login, and enable the compilation of statistics on services. Users may prevent the use of cookies in their browser programmes, but this may prevent the system from operating appropriately.

Cookies are used in the processing of personal data.

10. Data transfer and disclosure

In the online recruitment system, data is disclosed beyond the organisation.

11. Data transfer and disclosure beyond the EU or EEA

Data is not transferred beyond the EU or EEA.

12. Safeguards for data processing

The university's information security rules and guidelines apply to the management of information systems that process personal data. The information systems and their user interfaces are technically protected e.g. with a firewall, encryptions and data backups. The data may be accessed only by those with a username for the system. Usernames are personal, and user rights to information systems are limited through user group definitions: each user may only access data that they need for their professional duties for the duration of their employment relationship. Printed documents are stored and safeguarded from external access.

University employees are bound by secrecy obligations under the Act on the Openness of Government Activities, section 23. In addition, university employees may not use the employer's professional and business secrets to their own advantage or disclose them to others (Employment Contracts Act, chapter 2, section 4). The employment contract has a non-disclosure clause. Secret information and its storage periods, archiving and disposal are defined in the university's filing plan.

13. Automated decision-making

No automated decision-making takes place in the processing of employee data.

14. Rights of the data subject

Data subjects have the right to withdraw their consent if the data processing is based on consent.

Data subjects have the right to lodge a complaint with the Data Protection Ombudsman if the subjects consider that the data processing regarding them is in breach of data processing legislation in force.

Data subjects have the following rights under the EU's General Data Protection Regulation:

- a) Right of access to data concerning the data subject (article 15)
- b) Right to rectification of data (article 16)
- c) Right to erasure of data (article 17)
- d) Right to restriction of processing (article 18)
- e) Right to data portability to another data controller (article 20)

Data subject's rights under the EU's General Data Protection Regulation do not automatically apply to all data processing.

The liaison in matters related to the data subject's rights is the data protection officer; contact details in section 3.