1. **The University of Helsinki is the controller of the data file, or the party responsible for processing your data.**

Contact details:

University of Helsinki  
PO BOX 3  
00014 University of Helsinki  
Phone: 02941 911 (switchboard)

Mari Rajamaa serves as the contact person for the controller of the data file. Her contact details are:

Mari Rajamaa, HR specialist  
PO Box 53 (Fabianinkatu 32)  
00014 University of Helsinki  
Phone: 02941 26626  
Email: mari.rajamaa@helsinki.fi

2. **Data protection officer of the University of Helsinki**

Veera Löthman, the data protection officer of the University of Helsinki, can be contacted by email at tietosuoja@helsinki.fi and by phone at 02941 911 (switchboard).

3. **Why is your personal data processed, or what is the purpose of the processing?**

The University of Helsinki processes your personal data to carry out activities related to human resources administration and employment affairs, as well as to fulfil its duties and obligations as an employer. The University of Helsinki utilises the data included in the data file when completing duties concerning data subjects required by legislation, collective agreements and separate decisions and regulations.

4. **Why does the University of Helsinki have the right to process your personal data, or what is the legal basis for the processing?**
Personal data are processed on the basis of the following grounds (Point 1, Article 6 of the General Data Protection Regulation of the EU):

- Data subjects employed by the University of Helsinki:

☐ Consent given by the data subject
☐ Compliance with a legal obligation to which the controller is subject

Legislation on which the processing is based:
- Employment Contracts Act (55/2001)
- Occupational Safety and Health Act (738/2002)
- Collective agreement
☐ Task carried out in the public interest/exercise of official authority vested in the controller
☐ Scientific or historical research purposes or statistical purposes
☐ Archiving of research materials and cultural heritage materials
☐ Processing carried out by public authorities for the performance of a task carried out in the public interest
☐ For the purposes of the legitimate interests pursued by the controller or by a third party
  Specify the legitimate interest:
☐ Performance of a contract to which the data subject is party

- Data subjects not employed by the University of Helsinki:

☐ Consent given by the data subject
☐ Compliance with a legal obligation to which the controller is subject
☐ Task carried out in the public interest/exercise of official authority vested in the controller:
☐ Scientific or historical research purposes or statistical purposes
☐ Archiving of research materials and cultural heritage materials
☐ Processing carried out by public authorities for the performance of a task carried out in the public interest
☐ For the purposes of the legitimate interests pursued by the controller or by a third party
  Specify the legitimate interest:
☒ Performance of a contract to which the data subject is party

5. What kind of personal data does the University of Helsinki process?

The University of Helsinki processes the following personal data:

- Data subjects employed by the University of Helsinki
  - Personal data: name, employee number, date of birth, personal identity code, gender, nationality, workstation address, work email, work phone
  - Education
  - Employment and salary details
  - YPJ salary system details
  - Details used in the identity management and access restrictions of the system

- Grant recipients, researchers, docents, visiting professors and professors emeriti
  - Personal data: name, employee number, date of birth, personal identity code, gender, nationality, workstation address, email
6. Sensitive personal data

No sensitive personal data is processed in the SAP SuccessFactors system.

7. From where does my personal data originate?

Personal data originates from the following sources:
- Data registered by the data subject
- Decisions related to human resources administration
- University of Helsinki human resources system SAP HR
- Payroll system Aditro Personec F
- University of Helsinki identity management system and staff role register HERO

8. Transfer or disclosure of data outside the University of Helsinki

Data contained in the data file are regularly transferred to the following databases of the University of Helsinki:
- Human resources system SAP HR
- Payroll system Aditro Personec F
- Identity management system and staff role register HERO
- University data repository

Data can also be transferred to other University databases, as well as disclosed to authorities and subcontracted consultants as allowed by valid legislation.

9. How long will personal data be stored?

Storage periods for data are described in the archiving plan of the University of Helsinki: https://flamma.helsinki.fi/content/res/prj/HY358990 (in Finnish only).

The storage periods are based on the Archives Act (831/1994) and other relevant legislation.

10. Transfer of data outside the EU or the European Economic Area

Personal data are not regularly disclosed outside the EU or EEA.

11. Your rights and related derogations
In matters related to the rights of the data subject, the contact person is the person stated in section 1 of this statement.

**Withdrawal of consent (Article 7 of the GDPR)**
If the processing of personal data is based on consent, you have the right to withdraw your consent. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.

**Right of access (Article 15 of the GDPR)**
You have the right to obtain confirmation as to whether or not personal data concerning you are being processed and which details are being processed. You may also request a copy of the personal data undergoing processing.

**Right to rectification (Article 16 of the GDPR)**
If there are inaccuracies in your personal data being processed, you have the right to request their rectification or completion.

**Right to erasure (Article 17 of the GDPR)**
You have the right to request the erasure of your personal data on the following grounds:

a) The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
b) You withdraw the consent on which the processing is based, and there are no other legal grounds for the processing;
c) You object to the processing (the right to object is described below), and there are no overriding legitimate grounds for the processing;
d) The personal data have been unlawfully processed; or
e) The personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.

The right to erasure does not apply if:

a) The erasure of data renders impossible or seriously impairs the achievement of the objectives of the processing in scientific research; or
b) If the processing of personal data is necessary for compliance with a legal obligation which requires processing by Union or Member State law to which the controller is subject; or

c) The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

**Right to restriction of processing (Article 18 of the GDPR)**
You have the right to restrict the processing of your personal data under the following conditions:

a) You contest the accuracy of your personal data, in which case the processing will be restricted for a period enabling the University to verify the accuracy of the personal data.
b) The processing is unlawful, and you oppose the erasure of the personal data and request the restriction of their use instead.

c) The University no longer needs the personal data for the purposes of the processing, but you need them for the establishment, exercise or defence of legal claims.

d) You have objected to the processing (see details below), pending verification of whether the legitimate grounds of the controller override those of the data subject.

Right to data portability (Article 20 of the GDPR)
You have the right to receive the personal data concerning you, which you have provided to the University, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the University, if:

a) The legal grounds for the processing are based on consent or a contract; and
b) The processing is carried out by automated means.

When exercising your right to data portability, you have the right to have the personal data transmitted directly from one controller to another, where technically feasible.

Right to object (Article 21 of the GDPR)
You have the right to object to the processing of your personal data if the processing is based on public interest or legitimate interests. In such cases, the University can no longer process your personal data unless the University demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims. The University can also continue processing your personal data when necessary for the performance of a task carried out for reasons of public interest.

Right to appeal

If you consider that the processing of your personal data has been carried out in breach of valid data protection legislation, you have the right to appeal to the Office of the Data Protection Ombudsman

Contact details:

Office of the Data Protection Ombudsman
Street address: Ratapihantie 9, 6th floor, 00520 Helsinki
Postal address: PO Box 800, 00521 Helsinki
Phone (switchboard): 029 56 66700
Fax: 029 56 66735
Email: tietosuoja@om.fi