Privacy statement of the University of Helsinki Recruitment Service

Please read carefully the privacy statement of the University of Helsinki Recruitment Service. By agreeing to the conditions laid down in this privacy statement, you grant the University of Helsinki the right to store and process your personal data for the purposes of recruitment. Based on your agreement and consent as described above, your personal data may be processed by internal University assessors who participate in recruitment and, if necessary, transferred to and processed by external assessors through a technical interface within or outside the European Union.

Collection and use of data

When processing applicants' personal data, the University of Helsinki complies with the relevant legislation and good data processing practice. All the data you supply will remain confidential. Applicants' personal data will be shared only with participants identified in recruitment processes and will be used only for recruitment purposes.

You can access information about our open positions without registering in the system, but you must register to apply for a position. After registering, you can view the data you enter into the system and update them at any time by logging in with your username and password.

The data stored in the system include the applicant's name, date of birth, contact details, education and work experience, and any attachments the applicant supplies when applying for a position (e.g., a CV or list of publications). Certain data are optional. Data on external applicants are obtained from the applicants themselves when they register in the system, whereas data (name, date of birth and contact details) on internal applicants (University employees) come from the University’s SAP HR staff information system. The system stores the name and email of external assessors participating in recruitment processes at the University of Helsinki.

Storage and security of data

The data associated with the profiles of external applicants will be stored for 12 months from the last login. Application documents related to a specific position will be stored in the system for 24 months from the selection decision; applications for a professorship, however, will be stored permanently. Data on internal University applicants will be stored for the duration of their employment, but no longer than 12 months after their last date of employment. External applicants can delete their data from the system at any time. When applying for a specific position, withdrawing an application also deletes the application documents, after which the system will show that the application has been withdrawn.

Personal data are stored in the system of the register controller, which is located in Finland and secured in the manner required for the data in the register. The online connection to the system’s technical interface will be encrypted. Processing any register content through this connection will require both authentication and access rights that permit the use of the register.
Data will not be regularly disclosed to parties outside the European Union or the European Economic Area.

Additional information

The register controller is the University of Helsinki. The contact person is Hannamari Helander, Human Resources Specialist, tel. +358 2941 22878, email: recruitment@helsinki.fi. Registered applicants have the right to access data pertaining to them in the system. In addition, applicants are entitled to require the rectification of erroneous data pertaining to them; such requests must be submitted in writing to the contact person.

Updating of data protection practices

The University of Helsinki reserves the right to update its data protection practices. This privacy statement will be valid as of 11 March 2015.