

**PRIVACY NOTICE  
JOB APPLICANTS  
EU's General Data Protection Regulation  
(2016/679), Articles 13 and 14  
Date: 27 September 2018  
Updated: 18 March 2019**

**1. Data controller**

LUT University

Business ID: 0245904-2

Address: Yliopistonkatu 34, 53850 Lappeenranta, Finland

Phone: +358 294 462 111

E-mail: info@lut.fi

**2. Data controller's representative and contacts**

Data controller's representative:

Name: HR and Finance Director Minna Sutela

Phone: +358 40 825 5407

E-mail: minna.sutela@lut.fi

Data controller's contact:

HR Manager Jaana Punkka

Phone: +350 50 3223 289

E-mail: jaana.punkka@lut.fi

**3. Data protection officer**

Anne Himanka, Legal Counsel

Phone +358 50 564 4623

E-mail: dataprotection@lut.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, degrees, and if needed, teaching portfolio 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.

The name, date of birth, contact details, nationality, degrees, career information and teaching portfolio of docentship applicants are stored 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. Docentship-related data is processed only with the document management system.

## **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)

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