

Personnel register - privacy policy

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Data controller	HELBUS Helsinki School of Business Runeberginkatu 22-24 kari.jaaskelainen@helbus.fi
Contact person in matters related to the filing system	Kari Jääskeläinen Runeberginkatu 22-24 kari.jaaskelainen@helbus.fi
Name of filing system	Personnel register
Purpose of personal data processing	Depending on the group and purpose of the personal data, either: - legal obligation (salary payment, official declarations, etc.) - contract (processing agreed in the employment contract) - consent (personal testing, etc.) The purpose of the filing system is to enable the implementation of the company's employment relationships, payment of wages and other related tasks. Tasks related to payroll calculation and the payment of wages may also be outsourced. In this case any such data related to the data subject that is required for payroll calculation or the payment of wages can be transferred to supplier for the purpose of carrying out outsourced tasks.
Legitimate interest basis	Not based on legitimate interest
Categories of personal data in question	Name, address, personal identification number, bank account, tax information.
Recipients and recipient groups	The data controller's personnel and outsourcing partners when applicable.
Concent	The necessary consents have been given on a purpose-by-use basis. Cancellation of consent: By notifying the controller or its representative.
Data content of filing system	Personal data filing system contains the following information: - First and last name of person - Personal identification number - Email address - Postal address - Phone number - Bank account The name and contact information of the employee's next of kin may also be stored in the filing system.
Regular data sources	Data stored in the filing system comes from the data subject.
Storage time	Employment contracts are retained from the date of termination 10 + 1 years.
Regular disclosure of data	Data in the filing system will not be disclosed to third parties unless disclosure is required for the maintenance of employee relations of the payment of wages.

Transferring data outside the EU or the EEA	Data in the filing system will not be transferred outside the EU or the EEA.
Filing system's principles of protection A: Manual material	<p>Employment contracts are stored in a locked cabinet to which only the archivist has access.</p> <p>All other data related to the filing system is only kept in electronic format, and data are only processed electronically. Access to the data stored in the filing system is given only to such persons and in such scope that is required for the purposes of employee supervision, monitoring, payroll tasks or other tasks related to the maintenance of employee relations. The filing system is kept on a protected server which is located in Finland.</p> <p>The protection of all data in the filing system is carried out in accordance with the Personal Data Act (523/1999), the regulations and principles of the Information Society Code (917/2014), regulatory provisions, and good data processing practices.</p>
Filing system's principles of protection B: Electronically processed functions	<p>Access to the data stored in the filing system is given only to such persons and in such scope that is required for the purposes of employee supervision, monitoring, payroll tasks or other tasks related to the maintenance of employee relations. The filing system is kept on a protected server which is located in Finland.</p> <p>The protection of all data in the filing system is carried out in accordance with the Personal Data Act (523/1999), the regulations and principles of the Information Society Code (917/2014), regulatory provisions, and good data processing practices.</p>
Rights of the data subject	<p>According to the General Data Protection Regulation (GDPR), data subjects have the right</p> <ul style="list-style-type: none"> to obtain information on the processing of their personal data of access to their data to rectification of their data to the erasure of their data and to be forgotten to restrict the processing of their data to data portability to object to the processing of their data not to be subject to a decision based solely on automated processing.
Cookies	
Information source	
Automatic processing and profiling	
Right of access	The data subject has the right to check what data has been stored about him or her in the filing system. A request for data access must be given in writing by contacting the company's customer service or the filing system's contact person either in Finnish or English. The request for data access must be signed. The data subject has the right to prohibit the processing of his or her data and its disclosure for the purposes of direct marketing, distance marketing or opinion polls by contacting the company's customer service.
Right to lodge	<p>If you consider that an infringement of the General Data Protection Regulation has occurred in the processing of your personal data, you have the right to lodge a complaint with a supervisory authority.</p> <p>The complaint can also be lodged in a member state where you are a permanent resident or where you are employed.</p>

	Contact information for the Finnish national supervisory authority: Office of the Data Protection Ombudsman PL 800, Lintulahdenkuja 4, 00530 Helsinki tel. +358 29 566 6700 tietosuoja@om.fi www.tietosuoja.fi/en/
Right of portability	The data subject has the right to transfer his or her own data from one system to another. The transfer request can be addressed to the registry contact person.
Right to rectification	<p>Taking into account the purposes of processing, any data stored in the filing system that is inaccurate, unnecessary, incomplete, or outdated must be erased or rectified.</p> <p>A written request for rectification, signed by hand, should be sent to the company's customer service or the personal data filing system's administrator.</p> <p>The request should specify what information should be rectified and on what grounds. Rectification shall be carried out without delay.</p> <p>Notification of rectification will be sent to the party who provided the inaccurate data or to whom the data were disclosed.</p> <p>If a request for rectification is denied, the responsible person of the filing system will provide a written document stating the grounds for the denial of the request for rectification. The data subject concerned may then pass the matter along to the Data Protection Ombudsman.</p>
Other rights related to the processing of personal data	<p>Right to restrict processing The data subject has the right to request that the processing of their personal data is restricted for example if data stored in the filing system is erroneous. Requests should be sent to the responsible person of the filing system.</p> <p>Right to object The data subject has the right to request for personal data pertaining to them, and the data subject has the right to request for the rectification or erasure of said data. Request can be sent to the contact person of the filing system.</p> <p>If you are acting as the contact person of a company or organisation, your data cannot be erased during this time.</p> <p>The data subject has the right to prohibit the disclosure of processing of personal data for the purposes of direct marketing or other marketing, the right to demand the anonymization of data where applicable, as well as the right to be completely forgotten.</p>