

Privacy notice: Jobiili service

This is a privacy notice based on Articles 13 and 14 of the EU General Data Protection Regulation.

Data controller and data processor

The controllers of personal data in the Jobiili service are educational institutions and practice placement organisations with regard to the personal data they have entered. Turku University of Applied Sciences and its subcontractors act as a data processor for the activities required by technical maintenance. The common purpose of processing personal data has been agreed upon in the agreement between the universities of applied sciences and the terms of use.

Turku University of Applied Sciences Ltd

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Switchboard (02) 263 350

kirjaamo@turkuamk.fi

Responsible person and contact persons

Siitonen Mikko, 050 5985 437

Administrator Sinikka Salmi 040 3550 800

Contact details of the Data Protection Officer

Data Protection Officer, Turku University of Applied Sciences

Please send all privacy-related inquiries to: tietosuoja@turkuamk.fi



Messages sent to the data protection email address are processed by the Data Protection Officer and the Data Protection Specialist acting as their partner and deputy.

Purpose of processing personal data

We process the data for the purpose of forwarding practice placements to students in the field of social welfare, health care and welfare at universities of applied sciences, as well as for statistical purposes and to develop the service. Personal data is processed by registered users in practice placement organisations and universities of applied sciences, as well as by administrators.

Legal basis for processing personal data

The legal basis is the student's consent (Article 6(a) of the GDPR) and the duties or obligations assigned to the controller by law or on the basis thereof (Article 6(c) of the GDPR), and the Government Decree on Universities of Applied Sciences, section 2(3).

Use of cookies

Jobiili's website has its own necessary functional cookie.

Categories of personal data processed and storage periods of personal data

Mandatory information about students includes Jobiili ID, first name, last name, email address, date of birth, default language, ePPN identifier, language proficiency (native language), group, degree title, previous education, number of credits completed, number of credits completed in practical practice placement, information on completed practical practice placement (start date, organisation, phase/objectives of practical practice placement).

Optional information includes telephone number, language skills (language skills other than the mother tongue), driving license category, end date of the practice placement, additional information about the practice placement, competence acquired during the practice placement and profile picture. Students can also add information about practice placements booked outside of Jobiili.

The mandatory information for the staff of educational institutions is Jobiili ID, first name, last name, email address, ePPN identifier, default language, user role and supervised groups. Optional information includes phone number, job title, locations, and profile picture.

Mandatory information about registered users employed by the practice placement organisation is the Jobiili ID, first name, last name, email address and default language, as well as user rights. Optional information includes phone number, job title, and profile picture.

In addition, practice placement organisation users can add the details of other contact persons to the practice placement announcement: first name, last name and email address, and write other personal data in the text fields of the announcement, where a description of the practice placement is written, and in the reminder message automatically delivered to the student about the start of the practice placement. The reminder message can be sent either from the unit/organisation's information or as an announcement-specific welcome letter. The personal data stored by the practice placement organisations is visible to all users to the extent that it has been added to the practice placement announcements or the unit's information.

Retention period of personal data

The access rights of users of practice placement organisations are inactivated when the user has not logged in to the system for more than 12 months.

Personal data is pseudonymized two years after the last login.

The personal data of higher education users is pseudonymized when the users have not logged in to the system for more than three years.

Practice placement announcements are stored for 24 months after the end of the practice placement period. Jobiili messages are deleted one year after the date they are sent.

All Jobiili user data is backed up daily. Backups are stored for 90 days, after which they are automatically deleted. After the backups are deleted, the pseudonymized data immediately becomes anonymized.

The accounts of all but the administrators are pseudonymized (made unidentifiable) and the messages are deleted three years after their last login. After that, it is still possible to find the user's data in the backup for the 90 days mentioned above before it is lost for good.

The necessary personal data on data subjects may be stored for a longer period than described above, if required by law or necessary due to possible legal proceedings or other similar reasons.

Regular sources of information

The name, email address, default language and ePPN identifier of the staff and students at universities of applied sciences come from the student and staff registers of the educational institutions through the HAKA federation login of Finnish higher education institutions. In addition, the date of birth and degree title of the students will be awarded.

Other information is entered directly into the system by the data subjects.

Recipients or categories of recipients of personal data

Practice placement organisations and ICT service providers working on their behalf can retrieve the data of students who have completed or reserved a practice placement in the organisation and practice placement-related information through the technical interface in Jobiili. In addition, the student report can be printed out or exported to a spreadsheet program. The report

includes the student's first and last name, the teacher's email address, and the student's phone number and email address. The student's CV can be printed out in its entirety from the service. As the controller, the higher education institution decides on other disclosures of data and is responsible for the legality of the disclosure.

The administrator user of a higher education institution can process the user data of the practice placement organisations that have chosen the higher education institution in question as their client institution.

Information available through the technical interface:

Unit ID, if the practice placement under the unit

Name of the unit, if the practice placement is under the unit

Practice placement confirmation day

Name of the teacher who confirmed the practice placement

Email address of the teacher who verified

Phone number of the teacher who verified

Contact persons for the practice placement

Contact person for student practice placements

Email address of the practice placement contact person

Phone number of the practice placement contact person

Unit/Organization Cost Center

Practice placement reservation made

Student's HAKA username (eduPersonPrincipalName)

Student Email

Last day of the practice placement

Student's first name

Student's last name

Student ID number

Student's phone number

The student's group of students selected in this practice placement.

Student's degree title

The exact weeks of the reservation that the student will be present during the practice placement.

Classification related to the practice placement chosen by the student.

The ID number of the practice placement announcement.

Status of the practice placement announcement (published, passive, removed).

The number of weeks of practice placement that the student is in the practice placement.

The id.

The name of the parent organization.

Other contact persons reported by the practice placement

The name of the school.

Abbreviation of the school's name.

The school's billing address (street).

The school's billing address (city).

The school's billing address (zip code). Start date of the practice placement.

Practice placement reservation status (confirmed / pending).

The technical interface has been implemented in such a way that information on booked and cancelled practice placements is disclosed to practice placement organisations. Higher education institutions do not have an interface for disclosing the user data of practice placement organisations.

The content of the production is regularly copied to the testing environment.

The copied data is pseudonymized, and the text is replaced with filler text (Lorem Ipsum). The Jobiili ID will be transferred to the testing environment as it is. The ID cannot be linked to any person without access to the production database.

Essential information on the transfer of personal data to third countries (outside the EU or EEA)

Personal data will not be transferred to third countries.

Data Protection Principles

Only those people who need the information for their work duties have access to the data. Access is limited by usernames and user rights. Restricting permissions: Each organization can see the data of users in their own organization. In the administrator role of the higher education institution, the user can see the information of the users of the practice placement organisations that have selected the university of applied sciences in question as a client higher education institution in the service. The administrator can see the data of all organizations. Students can see their own data.

Practice placement announcements are public to all users, as are the personal data provided in them.

Personal data is protected by anti-virus, anti-malware and other similar programs, we use up-to-date and reliable programs and systems to guarantee the continued confidentiality, integrity, availability and fault-tolerance of the data and that in the event of a physical or technical failure, the data and access to it can be quickly restored.

The data is stored in databases, which can be accessed with user IDs separate from the user interface. There are separate user IDs and very limited access to the practice placement database.

The organisation that received the data is responsible for the controller of the data disclosed from the service, either through the interface or printed/saved, and for the processing of the data in accordance with data protection legislation. The purpose of processing the data does not change when the data is disclosed.

Rights of the data subject

According to the GDPR, the data subject has the right to:

- receive information about the processing of personal data, unless there is a separate exception provided by law.
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- check information about themselves and correct incorrect or missing information
 - delete their data (not applicable if the basis for processing is a statutory or public interest task).
 - restrict the processing of their data.
 - object to the processing of their data if the basis for processing is public interest or legitimate interest
 - request the transfer of personal data provided by the controller from one controller to another, if the basis for processing is consent or a contract
 - withdraw their consent
 - not be subject to automated decision-making (the data subject may consent to automated decision-making with their consent).

The data subject may exercise his or her rights by contacting the contact person or data protection officer of his or her organisation mentioned in the notification. For further information on the rights of the data subject, please contact the contact person and/or the Data Protection Officer.

If the processing of personal data does not require the identification of the data subject without additional information and the controller is unable to identify the data subject, the right to access, rectification, erasure, restriction of processing, notification obligation and transfer does not apply.

If the rectification/deletion of personal data cannot be made due to the law, the controller has an obligation to notify the data subject.

You have the right to lodge a complaint with the Office of the Data Protection Ombudsman if you consider that the processing of your personal data has violated the applicable data protection legislation. The contact details of the Data Protection Officer are mentioned at the beginning of the Privacy Notice. All requests are handled on a case-by-case basis.
