

Privacy notice: Student Tutor Recruitment Process and Register of Selected Tutors

This is a privacy notice, which is based on articles 13 and 14 of the EU's General Data Protection Regulation.

Data Controller

Turku University of Applied Sciences Ltd

Joukahaisenkatu 3

20520 Turku, Finland

Telephone exchange +358 (0) 2 263 350

kirjaamo@turkuamk.fi.

Person in charge and contact persons

Person in charge: Mikko Siitonen, Partnerships Manager.

Contact person: Hanna-Maria Pajari, Advisor, hanna-maria.pajari@turkuamk.fi.

Contact information of the Data Protection Officer

Harri Kilpiö, Data Protection Officer (Turku UAS),

+358 50 598 5830

Please contact in all data protection related matters: tietosuoja@turkuamk.fi.

The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with them and as their substitute.

Purpose of processing the personal data

We will process the data for the purpose of carrying out the student tutor recruitment process and maintaining a register of selected student tutors.

The processing of personal data includes the following activities:

- processing of applications
- communication with applicants
- interviews
- training and communication with selected tutors during their tutor activities
- other recruitment-related procedures, including the processing and maintenance of personal data of students selected as student tutors.

Legal basis for processing personal data

The legal basis for processing is the consent of the data subject.

Processed categories and storage times of personal data

The categories of processed personal data are the personal data of individuals applying for and selected for student tutor activities.

The personal data process includes:

- basic personal information (name, phone number, email address and relation to studies, for example the field of study and group code)
- information provided in the application letter
- other information required for the recruitment process and any additional information provided by the applicant during the application or recruitment process

The personal data will be stored as follows:

- Applications are stored in the Webropol system for two years and are deleted two years after the last modification of the application or at the applicant's request.
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- Applications of selected students are stored in Turku UAS's Webropol system and in the student tutor activity system as part of the relevant documentation.
 - Other collected data are generally retained for as long as the applicant remains involved in the process.

Regular information sources

The personal data have been obtained from the data subject. Applicant's referees may also be used as data sources when applicable.

Receivers or receiver groups of personal data

The recruitment process utilises the Webropol system, into which applicants enter their data and applications. During the student tutor recruitment process, personal data are disclosed only to parties involved in decision-making and to those employees of Turku UAS whose duties require the processing of such data.

Pursuant to the Act on the Openness of Government Activities, applicant data may be disclosed to a limited extent upon request.

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

The data is not transferred to third countries.

Principles of data protection

The data is accessed only by people whose tasks require access to the data. Access to the service is limited with user IDs and user rights.

Data subjects' rights

According to the General Data Protection Regulation, the data subject has the right:

- to receive information on the processing of their personal data, unless otherwise regulated by the law
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- to request for access to their personal data and rectification regarding incorrect or insufficient information
 - to erase their data (not applied, if the basis for processing is compliance with a legal obligation or performance of a task carried out in the public interest)
 - to restrict the processing of their data
 - to object to the processing of their data, if the basis for processing is general or legitimate interest
 - to request the transfer of data they have submitted themselves from one controller to another, if the basis for processing is consent or agreement
 - withdraw the consent they have given
 - notification obligation of the controller on the rectification/erasure/restricting of processing of personal data
 - not to be subject to automated decision-making (the data subject may allow automated decision-making by their consent)

Data subjects may exercise their rights by contacting the contact person mentioned in the privacy notice or the Data Protection Officer. More information on data subjects' rights is provided by the contact person and/or Data Protection Officer.

If processing the data does not require identifying the data subject without additional information or the controller cannot recognize the data subject, the right to inspection, rectification, data erasure, restriction of processing, obligation to report and transmittal is not applied.

You have the right to file a complaint with the Data Protection Ombudsman's office, if you consider that valid data protection legislation has been breached in processing your personal data. The contact details of the DPO can be found in the beginning of the privacy notice. All requests are processed on a case-by-case basis.
