

Liite: Opetushallituksen mallitiedote rekisteröityjen informointiin / varhaiskasvatuksen henkilöstöä koskevat tiedot ENGLANNIKSI

Information letter template on the national data warehouse for early childhood education and care

The national data warehouse for early childhood education and care is used to record information on employees working in early childhood education and care

x.x.20xx (fill in the date)

The data warehouse for early childhood education and care (Varda) is a national data warehouse that contains information on ECEC actors and units, the children attending early childhood education and care, the children's guardians, ECEC personnel *and support provided in early childhood education and care*. Provisions on the data warehouse are laid down in the Act on early childhood education and care (540/2018). The data stored in the data warehouse is used in performing the statutory official tasks, improving the efficiency of administration, developing early childhood education and care, making decisions, and in the evaluation, statistics, monitoring and research carried out in early childhood education and care. The data warehouse is maintained by the Finnish National Agency for Education.

Under the Act on early childhood education and care, municipalities, joint municipal authorities and private service providers have the obligation to record information on their personnel in Varda as from 1 September 2020. **In addition, under the Act on early childhood education and care, municipalities and joint municipal authorities have the obligation to record the details of the ECEC unit in Varda as from 1 January 2019. Under the Act on early childhood education and care, private ECEC providers have the obligation to record the details of the ECEC unit in Varda as from 1 January 2020.** (select the sentence according to the actor concerned (municipality/joint municipal authority/private service provider) or delete the part of the text if the personal data of family childminders or group family daycare providers is not recorded in the details of the ECEC unit)

Processed personal data

Varda records information on permanent and fixed-term education and care staff in ECEC, heads of ECEC centres, and child- or group-specific assistants participating in education and care.

The municipality, joint municipal authority or private service provider employing you records the following information about the employee in Varda:

- name, personal identity code, learner ID, mother tongue, municipality of residence and the necessary contact details
- ECEC units and the tasks referred to in the Act on early childhood education and care
- the person's employment relationship and working time
- the degree or qualification completed that confers the qualification referred to in the Act on early childhood education and care
- participation in in-house training

Some of the information has been collected from yourself/the employee at the start of the employment relationship, while some of it is recorded directly in Varda by your employer.

Name of municipality/joint municipal authority/private service provider will record the employees' work email addresses in Varda as from X.X.202X. The employee's work email address will be used in evaluations implemented through the digital quality evaluation system for ECEC (Valssi). Provisions on the use of the

quality evaluation system are laid down in the Act on the Finnish Education Evaluation Centre (1295/2013) (select the right ECEC actor and fill in the date, or remove the paragraph if the employee's work email address is not recorded in Varda).

The learner ID is a permanent identifier issued by the Finnish National Agency for Education for individualising a person in the Agency's services. Your learner ID is used for updating the information on citizenship, gender, mother tongue, municipality of residence and contact details from the Population Information System of the Digital and Population Data Services Agency.

Name of the municipality/joint municipal authority/private service provider will transfer the information on the personnel from data system/systems X to Varda through system integration/record the information to Varda through a user interface as from X X 202X. (select the correct ECEC actor and recording method and fill in the date)

If the name of the provider and the unit includes the first and last name of a natural person, or if the contact information of a natural person appears in the contact information of the provider or unit, the municipality, the joint municipal authority or the private service provider records the following personal data in Varda:

- **municipalities and joint municipal authorities:** the employee's first and last name as the name of the ECEC unit
- **private service providers:** service provider's and/or employee's first and last name as the name of the unit (select the suitable one and remove either the row of the municipality and joint municipal authority or private service provider and any unnecessary information)
- contact details

Enter the name of the municipality/joint municipal authority/private service provider here will transfer the personal data of employees whose names occur in the names of ECEC units from the operative ECEC information system to Varda through a system integration/record the information to Varda through a user interface as from X X 20XX. (select the recording method and fill in the date or delete the section if personal data is not recorded in the unit's details)

Controllers

The Finnish National Agency for Education, municipalities, joint municipal authorities and private service providers act as controllers of Varda. The Data Protection Officer of the Finnish National Agency for Education is Jyrki Tuohela, tietosuoja(at)oph.fi. The Data Protection Officer of **name of municipality/joint municipal authority/private service provider** is **name, contact details**. As the controller, the municipality, the joint municipal authority or the private service provider is responsible for recording the information in Varda and ensuring that the information is correct and up to date.

Disclosure of data

As a rule, the provisions on the disclosure of data or the production of sets of data on request laid down the Act on the openness of government activities (621/1999) are not applied to the data warehouse. The information recorded in Varda may be disclosed for the statutory activities of the authorities. Information on the employees will be disclosed to Statistics Finland as from 2022 and to the Finnish Education Evaluation Centre as from 2023. In addition, personal data may be disclosed for the purposes of scientific research. An up-to-date list of the authorities to which information from Varda is disclosed for official tasks can be found at https://wiki.eduuni.fi/x/TD_qEq.

Service providers participating in the maintenance and development of Varda (processors of personal data) have access to the personal data contained in Varda to the extent specified by the Finnish National Agency for Education.

Storage period of personal data

The data on early childhood education and care personnel will be kept in the data warehouse until five years have elapsed since the end of the calendar year in which the person's employment relationship in early childhood education and care ended. The learner ID and the unique identification data based on which the learner ID has been issued will be retained permanently.

The data on the ECEC organiser and provider will be retained in the data warehouse until five years have elapsed since the end of the calendar year in which the activities of the ECEC organiser or provider ended.

Data subject's rights

An early childhood education and care employee whose data is recorded in Varda has the right to be informed about the processing of his or her personal data and to have access to the personal data recorded in Varda (General Data Protection Regulation, Article 15), the right to rectify the information entered in Varda (Article 16) and the right to restrict the processing of the personal data (Article 18). In addition, an employee registered in Varda has the right to file a complaint with the Data Protection Ombudsman. More detailed instructions for the implementation of the rights are available in the privacy statement (in Finnish) at <https://opintopolku.fi/konfo/fi/sivu/varda-palvelun-tietosuojaseloste>.

As an employee, you can view the information that has been recorded about you in Varda in the citizen's view of Varda. You will find the citizen's view in the My Studyinfo service of the Finnish National Agency for Education at <https://opintopolku.fi/varda/>. Read the [instructions for using the service](#). If it is not possible to use the electronic service, you can request the information recorded in Varda with a form. A link to the form can be found in Varda's privacy statement (in Finnish).

Further information:

- Informing of data subjects: [enter the address of the web service of your own municipality/joint municipal authority/private service provider, or other similar channel in which the material for informing the data subjects is available \(e.g. the privacy statement\)](#).
- National data warehouse for early childhood education and care Varda on the Finnish National Agency for Education's web service <https://www.oph.fi/varda> (in Finnish) and <https://www.oph.fi/sv/varda> (in Swedish)
- Privacy statement of the national data warehouse for early childhood education and care (in Finnish): <https://opintopolku.fi/konfo/fi/sivu/varda-palvelun-tietosuojaseloste>
- Privacy statement of the learner ID register (in Finnish): <https://opintopolku.fi/konfo/fi/sivu/oppijanumerorekisterin-tietosuojaseloste>
- Act on early childhood education and care (540/2018): <https://www.finlex.fi/en/laki/kaannokset/2018/20180540>, <https://www.finlex.fi/fi/laki/ajantasa/2018/20180540> (in Finnish)