

DESCRIPTION OF THE FILE
Personal Data Act (523/1999) section 10

Date of drafting: 2017/07/31

<p>1. Controller</p>	<p>Name The Ministry of Education and Culture</p> <hr/> <p>Contact information (address, tel. etc...) P.O. Box 29 FI-00023 Government, Finland Tel. + 358 295 330004 kirjaamo(at)minedu.fi</p>
<p>2. The person in charge and/or contact person</p>	<p>Name Jukka Haapamäki</p> <hr/> <p>Contact information (address, tel. etc...) Ministry of Education and Culture P.O. Box 29 FI-00023 Government, Finland</p> <p>Tel. + 358 295 330088 jukka.haapamaki(at)minedu.fi</p>
<p>3. Name of the register</p>	<p>Data collection of higher education institutions regarding recruitment (Arvo - education management information service)</p>
<p>4. The purpose for processing the personal data / the purpose for the use of a register</p>	<p>Data is collected for reporting and statistics purposes. Data is used to produce statistics about faculty recruit's former work experience and background information of their employment for Ministry of Education and Culture. Recruitments are made through public announcement or invitation.</p> <p>For universities the information is collected about all recruitments positioned at II to IV stage of research career. For universities of applied science information is collected about all faculty and staff recruitments.</p> <p>Data collection from universities and universities of applied sciences is based on 51 § of University Law and on 45 § of Law on Universities of Applied Sciences.</p>
<p>5. Content of the register</p>	<p>Information related to the application and the recruited person:</p> <ul style="list-style-type: none"> - University / University of applied sciences - Year - Application number - Person number <p>Information about recruits former employment, categories:</p> <ul style="list-style-type: none"> - The current university / university of applied sciences - Other university in Finland - Other university of applied sciences in Finland - A research institute in Finland: - A higher education institution / research institute abroad: - At least one other educational institution in Finland or abroad - A private enterprise (office located in Finland) - A private enterprise (office located abroad) - The public sector in Finland or abroad - Other organisation (NGOs etc.) (office located in Finland) - Other organisation (NGOs etc.) (office located abroad) <p>And separate information about recent place of employment</p>

6. Regular sources of information	Register is based on the data: - reported by Universities and Universities of applied sciences during a statistical year - given by recruited persons
7. Regular transfer of personal data to third parties	Data is used on reporting for Ministry of Education and Culture. Statistics can be transferred forward to universities and universities of applied sciences. The transferred information does not contain uniquely identifiable personal data.
8. Whether the data is transferred to countries outside the European Union or the European Economic Area	Data is not transferred to countries outside the European Union or the European Economic Area.
9. The principles how the data file / register is secured	A. Manual register No manual register. B. Data register/ADP register In the network SSL technology is used to protect personal data.
10. Right of access to personal data	To check what personal data is stored about you, contact the contact person above.
11. Rectification	Contact your home organization to correct the personal data that is fetched from there. If you need to correct other personal data, contact the contact person above.