

DATA PROTECTION STATEMENT CONCERNING THE COLLECTION OF RECRUITMENT DATA

For the purposes of this document, the collection of recruitment data refers to the acquisition of information on staff recruited by Finnish universities as well as on the ability of Finnish universities to attract staff. Such data are gathered as part of the statistics that the Ministry of Education and Culture collects annually from universities (see <https://wiki.eduuni.fi/display/cscsuorat/Suorat+tiedonkeruut>). The purpose of collecting recruitment data is to create a statistical knowledge base that universities can use to enhance their operations and achieve the goals agreed with the Ministry. The aim is not to interfere with the recruitment processes of a given university or to monitor individuals based on the data. No individuals can be identified from the statistical reports based on the data.

The University of Helsinki has added supplementary questions concerning recruitment and orientation. The responses are used in the development of previous processes. The statistical reports generated are anonymised so that no individuals can be identified. In addition to a questionnaire from the Ministry (recruitment of teaching and research staff on the 2nd to 4th levels of the career path hierarchy), the University is extending the questionnaire to concern the recruiting of doctoral candidates (1st stage of the career path).

The collection and compilation of recruitment data involves several stages. Universities collect general information on application processes and appointees from recruitment and HR systems. Background information on appointees is collected through a separate survey (the Arvo survey) targeted directly at staff. Staff are not required to contribute to the collection of the data. Universities are responsible for sending the Arvo survey to new staff and forwarding the data obtained to the Ministry of Education and Culture. The Arvo survey for new staff includes an identifier with which the survey data can be connected with data collected from the universities' own registers. In addition, the knowledge base of recruitment data uses the separate collection of personal data by the Ministry, in which basic information on university staff is collected for statistical purposes.

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1. Contact details of the controller of the data file and the data protection officer of the University of Helsinki

Contact details of the controller of the data file

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The contact person for the national recruitment survey is Jukka Haapamäki, senior adviser at the Ministry of Education and Culture (jukka.haapamaki@minedu.fi).

The University of Helsinki contact person is Tuula Sunnarborg, information specialist (tuula.sunnarborg@helsinki.fi).

Data protection officer of the University of Helsinki

The data protection officer of the University of Helsinki is Veera Löthman. She can be contacted by email at tietosuoja@helsinki.fi.

2. Collected data

The purpose of use is recorded under each set of data collected.

2.1. Application data

1. University

- The purpose of collecting data is to produce comparative information on each university.

2. Statistical year

- Statistics are generated by statistical year.

3. Number of application process

- Application process numbers are used to link data to the background information on the appointee.

4. Use of an invitation procedure (yes/no)

- Universities can use an invitation procedure rather than an open application process to recruit individuals with extraordinary qualifications. Related data are collected to create a knowledge base on the use of such procedures at various universities.

5. Joint professorship

- A joint professorship is a position shared with another organisation. Related data are collected to create a knowledge base on the number of joint professorships at universities.

6. Use of an international application procedure

- The use of an international application procedure means that the call for applications is published in a language other than Finnish or Swedish. Related data are collected to establish the extent to which universities seek applicants from outside Finland or from among people living in Finland who are not proficient in Finnish or Swedish so as to find the best possible applicants.

7. Gender distribution of applicants

- It is important to monitor the gender equality of university staff and the equal treatment of people of different genders in application processes. Accordingly, data are collected about the gender distribution of applicants.

8. Nationality of applicants

- Data are collected about applicants per continent to determine how attractive Finnish universities are as workplaces for international applicants.

9. Total number of applicants

- The total number of applicants indicates how attractive a university is. In a successful application process, a high number of applicants has no value in itself, but rather the purpose is to attract qualified applicants.

2.2. Background information on appointees

1. University

- The purpose of collecting data is to produce comparative information on each university.

2. Statistical year

- Statistics are generated by statistical year.

3. Application number

- Application numbers are used to link data to the background information on the appointee.

4. Contract number

- Contract numbers are used to link data to the background information obtained from the personal data collected by the Ministry of Education and Culture.

5. Personal identity number

- Personal identity numbers are used to link data to the background information obtained from the personal data collected by the Ministry of Education and Culture.

6. Job title

- The job title codes maintained by the Confederation of Finnish Industries/Finnish Education Employers are used to collect data relating to universities. Job titles can be used, if necessary, to supplement the information on the appointee's stage in the career path hierarchy.

7. Career path hierarchy

- Data about the appointee's stage in the career path hierarchy or the appointee's group of positions serve as important background information on the nature of the appointee's position. The data are also used to classify the target group of the application process.

8. Type of appointment

- Data about permanent and fixed-term appointments and full- and part-time contracts are used to establish the types of employment of new university staff.

9. Year of completion of the doctoral degree

- If the appointee completed his or her doctoral degree in Finland after 2000, the data can be obtained from the Virta repository. If not, the data are collected separately. As the survey is geared to those appointed to demanding specialist positions at Finnish universities, many of the appointees can be expected to hold a doctoral degree. The year of completion indicates the integration of doctoral graduates with universities.

10. Country of completion of the doctoral degree

- If the appointee completed his or her doctoral degree in Finland after 2000, the data can be obtained from the Virta repository. If not, the data are collected separately. The country of completion of the doctoral degree indicates the number of doctorates that appointees have completed outside Finland, thus reflecting an international dimension not indicated by the data on nationality.

11. University awarding the doctoral degree

- Data about the university awarding the doctoral degree are collected if the degree was completed in Finland. The data are used to monitor how many doctoral graduates later transfer to another university. Research suggests that transfers to another university at the postdoctoral stage boost the quality of the country's research system.

2.3. Personal data collected by the Ministry of Education and Culture

In addition to the collection of recruitment data, the following personal data are collected on the basis of the personal identity code and the contract number:

- Primary discipline for the appointee's position (the discipline in conjunction with which the most FTEs have been recorded for the appointee in the statistical year)
- Age, gender, nationality, highest degree and native language of the appointee

These data are crucial for statistical classification.

3. Ministry of Education and Culture questions for the collection of recruitment data

3.1. Data about the appointee's employment record

One of the areas in which recruitment data are collected pertains to the appointee's employment record. Employment data are primarily collected from the appointees themselves, not from their CVs (due to the ambiguity of information in CVs). The appointees enter the data on CSC's Arvo platform. The relevant university sends the link to those whose data are to be collected and links the data to the appointee's background information.

Rough data about the appointee's employment record are important for the management of the higher education system because they indicate the extent and diversity of the employment record of staff. When collecting data, appointees are asked to provide the following information on their employment.

3.2. Previous employment in Finland

0.5–3 years	3–7 years	More than 7 years	Most recent employer
a. Current university/university of applied sciences			
b. At least one (other) university			
c. At least one (other) university of applied sciences			
d. At least one other educational institution (not university)			
e. At least one research institute			
f. A company (based in Finland)			
g. Public administration (central or local government, incl. university central hospitals, the Social Insurance Institution of Finland, etc.)			
h. Other organisation (NGOs, etc.)			

3.3. Previous employment outside Finland

- a. University/research institute
- b. Company (based outside Finland)
- c. Other organisation

4. University of Helsinki questions concerning recruitment and orientation

4.1. Recruitment

Completely disagree Disagree Neutral Agree Completely agree

- 1. I consider the University an attractive workplace.
- 2. I have been kept up-to-date with the recruitment process in all of its stages.
- 3. Would you recommend the University of Helsinki as an employer to others? (1 – would not recommend/5 – would warmly recommend)

4.2. Orientation

- 1. How would you rate the orientation provided to you at your unit? (1 – poor/5 – excellent)
- 2. How well do you consider yourself integrated into the University community? (1 – poor/5 – excellent)

5. Duration of storage of personal data

Personal data are used for statistical purposes. Once the data are no longer necessary, they will be removed.

6. Recipients or recipient groups of personal data

Personal data are not disclosed to third parties or for other use. Statistics based on the data are published in the Vipunen portal of the Finnish National Agency for Education and the statistical summaries of the University of Helsinki.

7. Other information

Persons are entitled to request that the controller of the data file provide access to their personal data and rectify such data.

A description of the principles for the protection of personal data as well as related measures will be provided upon request.

8. User account data

- User account data file of the University of Helsinki

Further information on the data processed by each application and the related justification, on the parties with access to the data, as well as on the protection, security and removal of personal data is available in the system-specific data protection statements.

[University of Helsinki data protection statements](#) (in Finnish)