



PRIVACY POLICY

Personal Data Act (523/1999), Sections 10 and 24

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1. Controller	<p>City of Espoo P.O. Box 1, FI-02070 CITY OF ESPOO Street address of the registry: Siltakatu 11, Espoo Centre Tel. 09 81621</p>
2. Contact person responsible for matters relating to the data file	<p>Dep. Recruitment Manager Noora Lindberg Kamreerintie 8 A, 2nd floor P.O. Box 651, FI-02070 CITY OF ESPOO 046 877 3403, noora.lindberg@espoo.fi</p>
3. Name of the data file	<p>City of Espoo recruitment data system based on eRecruit, off-the-shelf software by TietoEnator Oyj, which has been supplemented by Espoo's own database.</p>
4. Purpose of processing personal data	<p>The data file is used by the city's Central Management, within all of its service sectors and by all of its public utilities for the management of employer tasks to support the recruitment process. The recruitment system, video interview, work assessment method and supporting database are used for the following purposes:</p> <p>To inform potential job-seekers of available jobs, apprenticeships and training and thesis work opportunities.</p> <p>As a channel through which employers are able to receive applications for job, apprenticeship, training and thesis work positions, including those targeting a specific position/opportunity and so-called open applications.</p> <p>As a channel for employer-applicant communications: for sending application process details to applicants and for requesting additional details from them.</p>



	<p>To compile application details into applicant summaries for further recruitment decision making purposes.</p> <p>Applicant interviews can be conducted using the system's video interview tool. All video interview data will be stored for a period of 6 months.</p> <p>To process data using the system's work assessment method for the purpose of compiling data that can be used to assist in recruitment decision-making. All such data will be stored on the server for a period of 90 days after which they will be deleted permanently. All data results will be stored on the city's own server as PDF files for a period of 2 years.</p> <p>To compile a separate database that can be used for the direct recruitment of replacement workers from a pool of workers who have previously applied for fixed-term jobs.</p> <p>To store application data submitted by applicants for a specific job in the register of applicants until the corresponding recruitment decision has been made. After the decision has been made, all corresponding application data will be transferred into the archive in which they will be stored for a period of 2 years starting from the date on which the recruitment process has ended. Open application will be stored for a period of 6 months.</p> <p>To gather statistical data on the recruitment process as a whole.</p> <p>To inform event lottery participants, who have granted permission to do so, of the results of such lotteries. This data will be stored for a period of 1 year.</p> <p>To implement post-marketing by informing the refused applicants of other available job or training opportunities or to implement other similar proactive recruitment actions. This data will be stored for a period of 2 years.</p> <p>Data concerning individuals who have not granted permission to inform them of lottery results or to implement post-marketing actions will be deleted from the register immediately after the corresponding event.</p>
<p>5. Contents of the data file</p>	<p>Persons who have applied for a job or jobs from the City of Espoo</p> <p>Personal data: name, contact details, date of birth, free-form application text and additional information</p> <p>applicant's education and work experience details</p> <p>information describing the applicant's experience and professional profile</p> <p>applicant's professional plans for the future</p> <p>applicant's hopes for the upcoming job</p>



	<p>information related to the progress of the recruitment process and the selection</p> <p>applicant's responses to questions posed during the video interview</p> <p>results obtained using the work evaluation method</p> <p>In the case of individuals who permit follow-up recruitment marketing from the City of Espoo: interest towards available jobs and training positions and upcoming events.</p>
6. Regular sources of data	<p>The individuals themselves.</p> <p>Information about the progress of the recruitment process and the selection is saved</p> <p>by a supervisor or a personnel administration expert working for the City of Espoo.</p>
7. Regular disclosure of data	<p>Data will be disclosed in accordance with all the applicable laws, regulations and directions</p> <p>issued by the competent authorities. Applicant summaries are compiled from the information provided by registered job seekers.</p>
8. Transfer of data outside the EU or EEA	
9. Principles according to which the data file has been secured 9. Storage, archiving and disposal of the data file	<p>A. Manual material: The data of manually submitted applications is entered into the recruitment system. The legal provisions and regulations that are valid at the time are observed when archiving and destroying data.</p> <p>B. Data processed electronically</p> <p>The data of job seekers is stored only in the electronic data file. Use of the data file requires a username and a password from both the job seeker and the City of Espoo employee who is using the system. The data of job seekers is removed from the system after the selection has gained legal force. Legal force is gained no later than two years after the selection (so-called equal appeal). Open applications are removed within six months unless the applicant personally extends their period of validity. The databases and software of the recruitment system are located on the server of the operating service provider, TietoEnator Plc. The City of Espoo computers</p>



	<p>have access to them through a direct, secure connection. Data protection has been agreed upon in the service agreement with TietoEnator Plc.</p> <p>The interview responses are stored on the service provider's (Recright.com) server for a period of 6 months, after which they are removed from said server permanently.</p> <p>The databases of the work evaluation method are stored on the service provider's (Wopi.net/Competence Dimensions Oy) server for a period of 90 days, after which they are removed from said server permanently. All the data results will be stored on the city's own server for a period of 2 years.</p>
10. Right of inspection	<p>Registered users may file a data verification request personally or in writing to the City of Espoo.</p> <p>No such data is contained in the data file for which the right of inspection does not apply.</p>
11. Right to demand the correction of data	<p>Registered users may file a data correction request personally or in writing to the City of Espoo.</p>
12. Other rights relating to the processing of personal data	<p>A registered user has the right to forbid the use of data concerning him/her for the purposes of direct marketing, market research or opinion polling and/or for civil registry or genealogy research purposes.</p>

