

Name of the register/service: register for promoting the employment of international professionals

Notice drawn up on (date): 13.4.2021

1. Controller	Joensuu city, Employment Services Kauppakatu 29, 80100 Joensuu
2. Controller representatives	Person(s) responsible/contact person(s) Marjatta Rummukainen and Anne-Maria Kankaisto Address Kauppakatu 29, 80100 Joensuu Phone 0505168580 Email anne-maria.kankaisto@joensuu.fi and marjatta.rummukainen@joensuu.fi
3. Data protection officer	Anne Keränen 0504410233 tietosuojaavastaava@joensuu.fi
4. Purpose of processing personal data	The purpose of the personal data registry is to find international professionals work opportunities that correspond with their skills and expertise as well as to provide local actors information on the available international expertise and the opportunity to find the needed expertise through the register.
5. Legal basis for processing personal data	What is the basis for processing data? <ul style="list-style-type: none">- Consent given by the data subject- Common interest
6. Data contents of the register	Categories of personal data processed <ul style="list-style-type: none">- Name (not publicly displayed on the platform)- Screen name (publicly displayed on the platform)- E-mail address (not publicly displayed on the platform) Other categories of data processed <ul style="list-style-type: none">- Work experience- Level of education- Skillset- Native language

	<ul style="list-style-type: none"> - The region in which the data subject is looking for work - The field in which the data subject is looking for work - The type of work the data subject is looking for (For example: full-time work, part-time work, project work) <p>Once the data subject has input the data into the register, the data is sent to talenthub@joensuu.fi. The Joensuu Employment Services personnel then review the data.</p>
7. Regular sources	The data in the registry is acquired from the data subject. Data from the local actors is likewise acquired from the local actors themselves.
8. Management systems used in the data processing	<p>A. Electronic data systems Personal data is processed with the following data systems:</p> <ul style="list-style-type: none"> - TalentHub Joensuu - Microsoft Outlook <p>B. Manual materials</p>
9. The principles of protecting personal data	<p>Persons processing or viewing data in the registry are obligated to maintain secrecy. The obligation of secrecy continues after their term of employment has ended. Employees have signed a nondisclosure agreement either when they signed their contract of employment or as a separate data protection contract.</p> <p>The access rights of the employees of Employment Services are based on personal usernames and passwords, which are granted task-specifically. The access rights of the data subject are based on the data input by the data subjects. The data subjects can edit their information with a personal username and password.</p> <p>MEITA OY manages the TalentHub Joensuu platform, firewall etc. and information security. Manual materials are stored on monitored premises and inside locked cabinets.</p>

<p>10. Automated decision-making, including profiling (GDPR article 22)</p>	<p>Automated decision-making is not allowed. Personal information is profiled based on skills and expertise. The bases for profiling are:</p> <ul style="list-style-type: none"> - Language skills - The locality the subject is searching for work in - Field - Type of work (For example: thesis work, full-time work, internship, part-time work or project work) <p>The profiling of personal data is done based on the data subject's consent.</p>
<p>11. Regular transference of data</p>	<p>The data subject inputs their information into the system themselves, and some of the information is displayed publicly on the TalentHub Joensuu website. Types of publicly displayed data include:</p> <ul style="list-style-type: none"> - Username, which the data subject has chosen to be shown on the website - Age group - Native country - Language skills - Native language - Level of education - A freeform description of education by the data subject - A freeform description by the data subject about themselves - A freeform description of past work experience and expertise by the data subject - The type of work the data subject is seeking - The field in which the data subject is looking for work <p>If a local actor has logged in to TalentHub with a company profile, the actor may send a message to the data subject through the system. The message is sent to the email address provided by the data subject. The local actor cannot view the email address. The data subject decides what information they want to release upon receiving the message.</p> <p>The controller will not share the data subject's information with third parties or for marketing purposes.</p>

12. Transference of data outside EU and ETA zones	Data is not transferred.
13. Storage period for personal data	<p>The data subject can remove their information whenever they want.</p> <p>Profiles of data subjects are kept stored on the TalentHub Joensuu site for six months. The possible continuation of storage is confirmed via email before the profile's storage period expires. If the data subject does not confirm that their profile needs to be kept stored, the profile is deleted at the end of the storage period.</p>
14. Rights of the data subject	<p>The data subject has the right to view all personal data related to them.</p> <p>The data subject has the right to request of for the correction or deletion of their personal data.</p> <p>The data subject has the right to request for the limitation of processing or to object to the processing of their personal data.</p> <p>The data subject has the right to request for the transference of their personal data from one system to another or from one controller to another.</p> <p>The data subject has the right to withdraw their consent, if the basis for data processing is the data subject's consent.</p> <p>The data subject has the right to file a complaint with the Office of the Data Protection Ombudsman if the data subject believes existing data protection laws have been broken during the processing of their personal data.</p>