

Privacy Policy

The data controller's informing
the data subject

EU's General Data Protection Regulation,
(2016/679), Articles 13 and 14

17.3.2023

Information about the personal data filing system

1. Name of the filing system

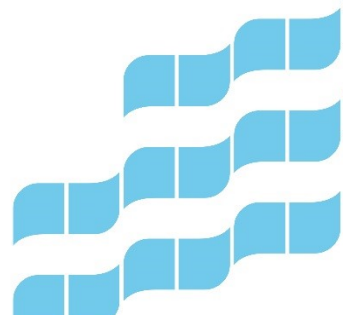
HR administration personal data filing system

2. Purpose of personal data processing

Taking care of HR administration and employment relationship affairs.

The data subjects in the filing system are persons with an authentic connection to the controller as employees, former employees or as persons working or having worked for the data controller by assignment, job applicant, student, intern or city official. Employee also refers to incumbents.

The City uses the data in the filing system when carrying out its tasks relating to the data subjects imposed on it by laws, collective agreements and separate decisions and regulations. The filing system is also used for recruiting personnel, supporting the internal mobility of personnel, maintaining the personnel's competence data, maintaining immunisation data, as a tool for employees and as a tool for personnel and information management. Basic data of employees can be processed also in the situations where the data needs to be transferred technically to a new information system to be deployed. Examples of the data to be transferred are name, job title and username. Personal data in the filing system can also be processed



when it is necessary in testing information systems e.g. when the organiser of education deploys a new information system.

3. Data controller

City of Tampere, Business ID FI02116752

4. Individual responsible for the filing system: name, position and contact information

Human Resources Director Niina Pietikäinen

City of Tampere,

P.O. Box 487, FI-33101 Tampere

tel. +358 (0)3 565 611 (City switchboard)

<https://www.tampere.fi/tampereen-kaupunki/yhteystiedot-ja-asiointi.html>

5. Filing system contact person and contact information

HR application support, hr_sovellustuki@tampere.fi

6. Processing of personal data is outsourced on agreement

☐ No

☒ Yes

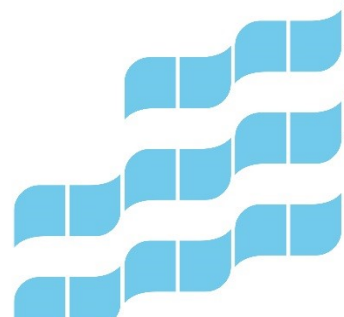
According to a mandate issued by the City of Tampere, external service providers (for example Monetra Pirkanmaa Ltd) process personal data in conjunction with contracts of employment, payments of salaries, interviews and assignments associated with recruitment, for instance. In addition, there are mandates relating to the maintenance and expert support of electronic information systems and their servers.

7. Legal basis for the processing of personal data

A)

☐ Public interest/Exercise of official authority

Please specify:



☒ Statutory obligation

Legislation guiding operations:

- Data Protection Act (1050/2018)
- EU's General Data Protection Regulation (2016/679)
- Act on the Openness of Government Activities (621/1999)
- Employment Contracts Act (55/2001)
- Act on the Protection of Privacy in Working Life (759/2004)
- Act on Public Administration Information Management (906/2019)
- Information Society Code (917/2014)
- Archives Act (831/1994)
- Communicable Diseases Act (1227/2016)
- Other special legislation pertaining to HR management

☒ Consent

☒ Performance of a contract

B)

☒ The filing system belongs to an obligatory function of the public administration

☐ The filing system belongs to a voluntary function of the public administration

C)

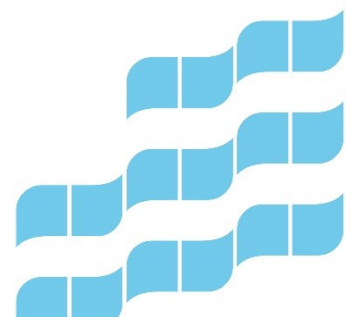
Data in the filing system are used for automated individual decision-making, including profiling

☒ No

☐ Yes

Please specify:

Personal data, data sources and data disclosure



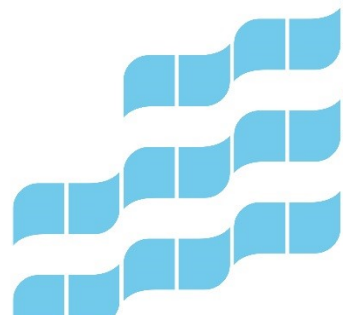
8. Personal data in the filing system

Description of the categories of data subjects and types of personal data:

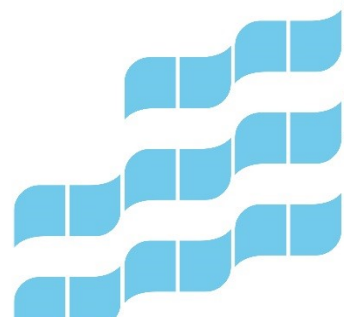
- Employees' and other data subjects' contact information and social security number and photo
- Information relating to office, position, job or task
- Information relating to secondary occupation
- Information relating to salary
- Other employee-related information, such as competence management, immunisation
- Degrees, performance review data
- Vehicle and employee location information
- Necessary information pertaining to a job applicant
- Of special categories of personal data, membership in a trade union is stored if the trade union membership fee is withdrawn from the salary.

9. Filing system data maintenance systems (name(s) of the system/application)

- Aditro Expense
- Deltagon sähköinen allekirjoitus (Signe)
- Donna
- Eeventti
- Efecte
- E-lomake
- eParking
- ePassi
- HEPE
- IBM Security QRadar
- IDM-järjestelmä
- IF-vakuutuskansio
- Intranet (Tasku)
- Kaupungin internet-sivut (www.tampere.fi)



- Kehittämissalkkujärjestelmä
- KORI (TietoEvry)
- Kuntarekry
- Kuntatoimisto
- Kyberoppi-verkkokurssi
- Microsoft AD (on premises ja Azure)
- Microsoft Office
- Microsoft Power BI
- Mobiilituntikirjaus
- Monetran asiakaspalveluportaali
- Monet-Turva
- Moodle
- Navicre
- Nepton
- Personec F ja Personec F (ESS)
- Requeste
- SAP Bw
- SAP CATS
- SAP Hr
- SAP portal
- Selma
- ServiceNow (TietoEvry)
- Sisäverkon suojattu/käyttöoikeuksien rajoitettu verkkolevy
- SivariWeb
- Thomas
- Timecon 22
- Timecon Pacom GMS
- MD Titania
- Tunkki

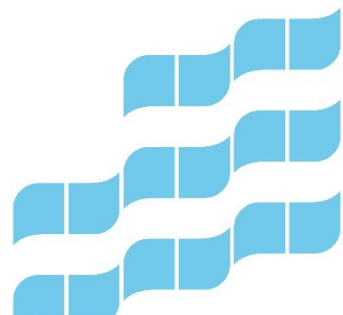


- Verkkokurssit-palvelu
- Virta-työtilat
- Visma Inschool
- WinBus
- ZEF

Software robotics is also used to process the data in the filing system. The software robot transfers automatically the agreed data contents between IT systems, related to e.g. payroll administration and recruitment. The software robot is provided by external service provider (MOST Digital Oy and Monetra).

10. Filing system contains hard copy (paper) material☐ No☒ Yes**11. Data sources**

- Data subject in person
- Data subject's supervisor
- Recruitment-related interviews
- HR management-related decisions
- Police authorities
- Kela
- National Supervisory Authority for Welfare and Health (Valvira)
- National Institute for Health and Welfare
- Digital and Population Data Services Agency
- Occupational healthcare services and other providers of health and medical services
- Keva
- Insurance companies



- Tax authority
- TE Services

12. Data protection principles

The storage, archiving, erasure and other processing of data is guided through archiving plans and data security and protection guidelines. Information stored electronically in the filing system is protected in such a way that only authorised people have access to it. Each user undertakes an obligation concerning the use and confidentiality of the data and information systems when receiving access rights. HR applications therefore do not have a form etc. which the recipient of access rights should accept.

As a rule:

- access rights are applied for
- the supervisor approves, in some cases also II level approval, e.g. main user
- access rights are added, not added or additional information is requested

Often, training is also required to be completed before granting access rights.

13. Disclosure of personal data

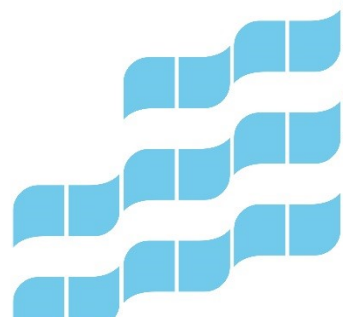
Regular disclosure of data

☐ No

☒ Yes

Where?

In accordance with section 16, subsection 3 of the Act on the Openness of Government Activities, information may be disclosed from a filing system controlled by an authority in the form of a copy or a printout, or an electronic copy of the contents of the system, unless



specifically otherwise provided in an Act, only if the person requesting access has the right to record and use such data according to the legislation on the protection of personal data.

Information is disclosed to different authorities to the extent required by laws under a special provision or with the data subject's consent, for example, to occupational healthcare services.

14. Transfer of personal data to a third country or to an international organisation (outside the EU or the European Economic Area (EEA))

☒ No

☐ Yes

Where?

15. Personal data storage periods/criteria for determining the storage period

Storage complies with the City's archiving plans.

16. Data subject's rights

The data subject's rights and instructions for exercising them are available from www.tampere.fi/tietosuojaselosteet and the City's Record Office.

