

The data controller's informing  
the data subject

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

7.5.2024

## Information about personal data filing system

### 1. Name of the filing system

Applicants for Tampere Philharmonic Orchestra auditions

### 2. Purpose of personal data processing

Communication between orchestra and applicant. Recruitment of new musicians.

### 3. Data controller

City of Tampere, business ID FI02116752

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

Eija Oravuo, General Manager, Tampere Philharmonic Orchestra

[eija.oravuo@tampere.fi](mailto:eija.oravuo@tampere.fi), tel. +358 50 388 7133

City of Tampere, PO Box 487, FI-33101 Tampere, tel. +358 3 565 611 (City switchboard)

<https://www.tampere.fi/yhteystiedot>

### 5. Filing system contact person and contact information

Deputy General Manager, Tampere Philharmonic Orchestra, tel. +358 50 388 7144,

<https://www.tamperefilharmonia.fi/en/contact-information/>

### 6. Processing of personal data is outsourced on agreement

☒ No

☐ Yes

Further information on outsourced processing when necessary:

### 7. Legal basis for the processing of personal data

A)

☐ Public interest / Exercise of official authority

Please specify:

☐ Legal obligation

Governing legislation:

☒ 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

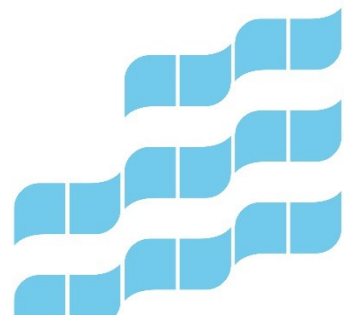
C)

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

☒ No

☐ Yes

Please specify:



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## **Personal data, data sources and data disclosure**

### **8. Personal data in the filing system**

Categories of data subjects and special categories of personal data

Applicant's name, date of birth, nationality and contact, work and education information.

### **9. Filing system data maintenance systems (name(s) of system(s) or application(s))**

MS Excel, City of Tampere E-lomake (electronic form).

### **10. Filing system contains hard copy (paper) material**

☒ No

☐ Yes

### **11. Data sources**

Applicants fill in the electronic form themselves.

### **12. Data protection principles**

The storage, archiving, deletion and other processing of data are governed by file plans, data protection guidelines and information security guidelines. Only authorised persons have access to data processed by electronic means. Each individual accepts a Non-disclosure/Secrecy agreement (an agreement on the non-disclosure and use of data and information systems) when granted user rights. All temporary hard copies used by the audition committee are collected and destroyed immediately after use.

### **13. Disclosure of personal data**

Regular disclosure of personal data

☐ No

☒ Yes

Please specify to whom or to what entity: Members of the audition committee

Grounds for disclosure of data: Recruitment use during the audition and preselection.

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

☒ No

☐ Yes

Please specify where:

### **15. Personal data storage periods/criteria for determining storage period**

Storage is governed by the City of Tampere file plans.

### **16. Data subject's rights**

The rights of the data subject and instructions on how to exercise them are described at [www.tampere.fi/tietosuoja/asetteet](http://www.tampere.fi/tietosuoja/asetteet) and are also available at the City registry office.

