

**PRIVACY POLICY**

The data controller's informing  
the data subject

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

20.2.2026

**Information about personal data filing system**

**1. Name of the filing system**

Workplace Instructor Intensive Course Completion Data Register

**2. Purpose of personal data processing**

The personal data stored in the register is used solely for issuing a certificate of completion for the Workplace Instructor Training (Workplace Instructor Intensive Course:

<https://www.tredu.fi/tyoelamalle/tyopaikkaohjaajalle/>). Participants provide their information voluntarily when ordering the certificate, and the data is processed in accordance with this privacy notice.

**3. Data controller**

City of Tampere, business ID FI02116752

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

Head of Apprenticeship Training Liisa Klinge

City of Tampere,

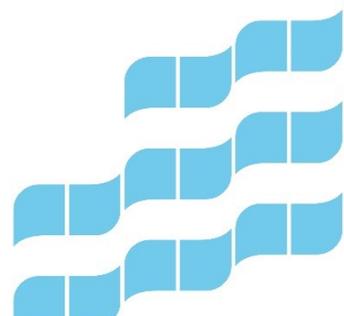
PO Box 487, FI-33101 Tampere

tel. +358 3 565 611 (City switchboard)

[tampere.fi/en/contact-us](https://tampere.fi/en/contact-us)

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

Training Planner Hanna Orava and Lecturer Roosa Haapajoki



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Email: [firstname.lastname@tampere.fi](mailto:firstname.lastname@tampere.fi)

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**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

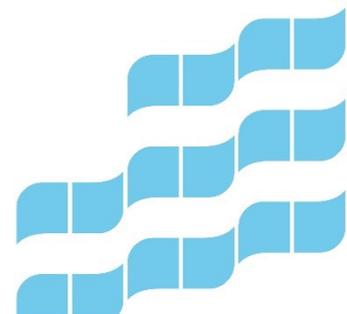
Legal obligation

Consent

Performance

B)

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



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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 profil-  
ing

No

Yes

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

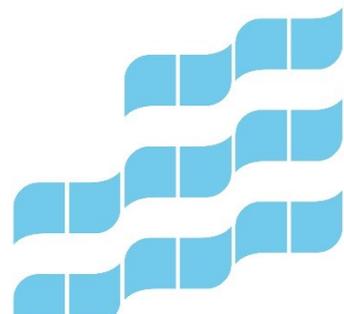
**8. Personal data in the filing system**

Categories of data subject and special categories of personal data

The register contains identifying information of individuals who have completed the Workplace  
Instructor Intensive Course.

Mandatory personal data: first name, last name, and email address.

Additionally, participants are required to provide their sector information (Automotive and  
transportation, Logistics, Mechanical engineering and production technology, Electrical and au-  
tomation sector, Information and communications technology, Process industries, Health care  
and social services, Education and counselling, Construction, Wood-based industry, Surface fin-  
ishing and interior decoration, Cleaning services sector, Real estate services, Business, Hospital-  
ity and food service sector, Tourism, Beauty sector, Media sector, Fashion and clothing, A sec-  
tor not listed above). This information is collected for statistical purposes such as course



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reporting. For statistical processing, sector data is anonymized by removing names, making individual identification impossible.

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

Course participant data is collected via Microsoft Forms and stored in Tampere Vocational College Tredu's O365 environment, in an Excel file linked to a closed Teams channel. Data is kept in a secure environment with highly restricted read access.

Certificates of participation are delivered by email using Tredu's O365 Outlook application.

Only a few designated course contacts with appropriate access rights process the register data.

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

No

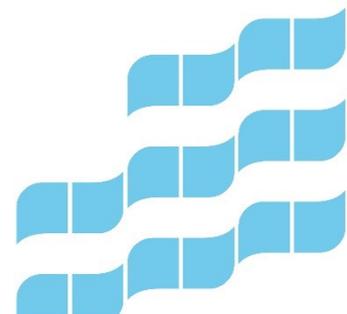
Yes

### **11. Data sources**

Personal data is collected when ordering the course completion certificate and used for the purposes described in this privacy notice.

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

The information stored electronically in the register is protected so that it can only be viewed the person entitled to do so. 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.



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**13. Disclosure of personal data**

Regular disclosure of personal data

No

Yes

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

No

Yes

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

Personal data is regularly deleted twice per academic year, at the end of the autumn and spring terms.

**16. Data subject's rights**

The rights of the data subject and instructions on how to exercise them are described at [tamper.fi/en/data-protection-and-information-management/privacy-policies](https://tamper.fi/en/data-protection-and-information-management/privacy-policies) and are also available at the City registry office.

