



## Job applicant register

### 1. Data controller

Northern Finland Student Housing (business ID: 0210156-9)  
Mannenkatu 6 A  
90130 Oulu  
Tel. +358 (0)8 3173 110

### 2. Data processor

Juha Aitamurto  
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Tel. +358 (0)8 3173 110  
juha.aitamurto@psoas.fi

### 3. Name of the register

Job applicant register

### 4. Purpose of use of personal data

Recruitment needs and processing of job applications as well as any needs thereby created.

### 5. Data content of the register

- name
- date of birth
- address
- phone number
- e-mail address
- basic education and degrees, including dates of completion
- other training
- application and software skills
- special skills
- language skills
- current employment (employer, job title and description)
- previous main employments (employer, job title and description)
  
- referees

### 6. Regular data sources

Data submitted by the applicant in electronic or paper form and attachments.



#### 7. Regular release of data or data transfer outside EU or European Economic Area

There is no data release or transfer outside EU or European Economic Area.

No data is released outside PSOAS.

#### 8. Data protection principles

Any paper documents are kept in locked spaces accessible only by designated persons who have signed a confidentiality agreement.

Any data recorded in information systems are kept in a central locked and monitored data centre protected by firewall and other technical means. The data is accessible only by designated persons who have signed a confidentiality agreement and who are required to use an individual login and password when logging into the system.