



Job applicant register

1. Data controller

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

2. Data processor

Ville Isoherranen
Mannenkatu 6 A
90130 Oulu
Tel. +358 8 3173 110
tietosuoja@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
- mailing 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. Transfer of data outside EU or ETA countries

No data is transferred or released 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 central locked and monitored data center protected by firewalls 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.

9. Storage of data

Data of applicants will be stored during the recruitment process and at most 12 months after the decision of recruitment, unless legislation requires a longer retention period or the applicant has given a separate agreement to store data for a longer period for future recruitments. The data can be processed longer than this if the data subject has been recruited as an employee for PSOAS.

10. Right to access, restriction and rectification

The data subject has the right, in accordance with the Personal Data Act, to inspect which data concerning them has been recorded in the register. The data subject has the right to demand rectification and deletion of data concerning them and restrict the processing of personal data by the data controller. The data subject has the right to deny the processing of their personal data. The data subject has the right to move data from one system to another.

The data subject can exercise their rights by an access request delivered in person or in writing to PSOAS. Written access requests are to be delivered to customer service by email: asuntotoimisto@psoas.fi. Implementation of rights requires verification of identity. The data subject may be asked to specify their request.

The data subject has the right to file a complaint to the supervisory authority if they believe that their personal data are being processed in violation of the EU General Data Protection Regulation or national legislation and regulations on data protection.