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## Information about the processing of personal data in recruitment processes

### 1 Controller

Radiation and Nuclear Safety Authority

Finnish Government Shared Services Centre for Finance and HR (Palkeet)

### 2 Contact details

Radiation and Nuclear Safety Authority

Jokiniemenkuja 1, 01370 Vantaa

Switchboard +358 9 759 881

[stuk@stuk.fi](mailto:stuk@stuk.fi)

#### Data Protection Officer

+358 975 988 340

[tietosuojavastaava@stuk.fi](mailto:tietosuojavastaava@stuk.fi)

### 3 Purposes of data processing

Fulfilment of the employment relationship

### 4 Legal basis for data processing

Statutory obligation (Act on Public Officials in Central Government and Employment Contracts Act)

### 5 Processed personal data or categories of personal data

Persons applying for vacancies at STUK and those who have submitted open applications to STUK.

Data related to applications:

- applicant's personal data (name, address, telephone number, gender, any other contact details)
- data provided by the applicant in their application, such as information about education and work experience

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- other data provided by the applicant in support of their application, such as their CV/resumé, education certificates, certificates of employment, references provided by the applicant, other necessary information related to the job application process and eligibility requirements.

Data submitted by the applicant to the Valtiolle.fi system:

- first name, last name
- gender
- date of birth
- address, postcode, city, country, county, municipality
- phone number, mobile phone number, email

Information provided in the recruitment process:

- security clearance information
- drug test results
- radiation worker's health information

## **6 Where do the personal data come from?**

From applicants

The Finnish Security Intelligence Service submits the result of the security clearance to STUK.

## **7 Recipients or groups of recipients of personal data**

The data are processed using the information systems of service providers.

Data are disclosed to the Finnish Security Intelligence Service for the purpose of performing a security clearance and to the occupational health service provider for drug testing and health examination performed on a radiation worker.

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## **8 Will data be transferred outside the EU/EEA and to international organisations, or will these parties have access to data?**

No data will be disclosed outside the EU or the EEA or to international organisations.

## **9 Disclosure and publicity of personal data**

Upon request, STUK may disclose personal data in accordance with the Act on the Openness of Government Activities (621/1999).

## **10 Planned data retention periods for data groups**

The applicants' job applications are stored in STUK's case management system, where they will be stored for two years. Applications submitted for vacancies will be deleted from the Valtiolle.fi system six months after the process has been completed. Open applications will be deleted from the system six months after the last entry. The applicant's data will be deleted once they have remained unused for a year. Before the deletion, the applicant will be informed. The applicant may also request the deletion of their data.

The result of the security clearance will be destroyed immediately after informing the applicant about it.

## **11 Realisation of the rights of the data subject**

### **11.1 Right of access**

The data subject has the right to obtain from the controller confirmation as to whether or not personal data concerning them are being processed, and, where that is the case, access to the personal data and information about the processing of the personal data.

### **11.2 Right to rectification**

The data subject has the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning them.

You may also partly supplement and correct the data you have submitted to the data system.

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### 11.3 Right to erasure

The data subject has the right to obtain from the controller the erasure of personal data, for example, when

- consent is withdrawn and there is no other legal basis for processing the data
- the data are no longer necessary in relation to the purposes for which they were collected/processed
- the processing is unlawful

### 11.4 Right to restriction of processing

The data subject has the right to obtain from the controller restriction of processing, for example, if the accuracy of the personal data is contested by the data subject or the processing of personal data is unlawful.

### 11.5 Right to object

The data subject has the right to object to the processing of their personal data for direct marketing purposes.

The data subject has the right to object, on grounds relating to their personal, particular situation, to the processing of their personal data where the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller or a third party.

However, the data may be processed for scientific or historical research purposes or for statistical purposes, if necessary for the performance of a task carried out in the public interest.

### 11.6 Right to data portability

The data subject has the right to transmit the personal data, which they have provided to a controller, to another controller, where the processing is based on consent or the processing is carried out by automated means.

The data may be transmitted directly from one controller to another, where technically feasible.

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### 11.7 How do I submit a request for reviewing my personal data to STUK?

You can submit the request for your personal data, for example, using the Suomi.fi online service or by mail to the Radiation and Nuclear Safety Authority, Jokiniemenkuja 1, 01370 Vantaa.

We will respond to you as soon as possible, but no later than within one month.

### 12 Is the provision of personal data mandatory??

Applying for employment is not possible without the provision of personal data.

### 13 Withdrawal of consent

If the processing is based on consent, the data subject has the right to withdraw their consent at any time. Withdrawal of consent does not affect the lawfulness of the processing carried out on the basis of consent before the withdrawal.

### 14 Information on profiling or automated decision-making

(The logic behind profiling / automated decision-making and its possible consequences for the data subject.)

(e.g. "Not used.")

### 15 Remedies

If you find that the processing of personal data is unlawful or insecure, please contact us.

You may also refer the matter to the Data Protection Ombudsman.

Further information:

**Office of the Data Protection Ombudsman**

Visiting address: Lintulahdenkuja 4, 00530 Helsinki, Finland

Mailing address: P.O. Box 800, FI-00531 Helsinki

Switchboard: +358 29 566 6700

Email: tietosuoja(at)om.fi

[www.tietosuoja.fi](http://www.tietosuoja.fi)

## **16 Additional information**

Additional information on the processing of personal data and data protection is available from the manager responsible for recruitment, the HR Manager and the Data Protection Officer at STUK.