

General unemployment fund YTK



Privacy Policy for Communications

Contents

Overview

1. Controller
2. Controller's contact person
3. Name of the data file
4. Legal basis and purpose of personal data processing
5. Categories of data
6. Regular data sources
7. Regular disclosures and transfer of data to countries outside of the EU or the EEA
8. Principles of data protection
9. Data subjects' rights

Overview

This Privacy Policy explains what information is held in the Communications Database of General unemployment fund YTK and how YTK uses the information.

1. Controller

General unemployment fund YTK
Teollisuuskatu 4
32200 Loimaa
FINLAND

2. Controller's contact person

Data Protection Officer Paula Virri
Telephone: +358 (0)2 760 7200
Address: Teollisuuskatu 4 / PO Box 100, 32200 Loimaa, FINLAND
Email: tietosuoja@ytk.fi

3. Name of the data file

YTK's Communications Database

4. Legal basis and purpose of personal data processing

The legal basis for the processing of personal data under the EU's General Data Protection Regulation (GDPR) is data subjects' consent.

Personal data are used to

- send information and newsletters
- run surveys

- send invitations to events
- organise events
- run prize draws and send prizes to winners
- compile a pool of members to be interviewed for communication purposes
- liaise with representatives of the media and stakeholders
- run analytics and compile statistics

The data are not used for automated decision-making or profiling.

5. Categories of data

The data file may contain the following categories of data relating to natural persons:

- Name
- Address
- Email
- Telephone number
- For representatives of the media and stakeholders, the name of the organisation and the person's title

6. Regular data sources

- The personal information of representatives of the media and stakeholders is collected from public sources.
- Private individuals choose themselves whether to take part or subscribe to information, newsletters, invitations to events and surveys.
- Survey participants choose themselves whether to take part in prize draws by filling in their contact details in connection with the survey.
- Participation in the pool of members is voluntary.

7. Regular disclosures and transfer of data to countries outside of the EU or the EEA

The controller only discloses data to third parties in limited circumstances, such as to conduct interview surveys and enable prize winners to claim their prizes as well as to representatives of the media.

Personal data are not, as a rule, transferred to countries outside of the European Union or the European

Economic Area, except when necessary for the aforementioned purposes of personal data processing or for technical reasons, in which case the transfer protocol complies with the requirements of the applicable personal data laws.

Without prejudice to the above, personal data may, in connection with assignments outside of the EU and the EEA, also be transferred to countries outside of the European Union or the European Economic Area in so far as is necessary for the execution of the assignment.

8. Principles of data protection

YTK only collects personal data in so far as the information is absolutely necessary to achieve the purpose of the processing. Only the information that is needed is collected and only kept for as long as is necessary to achieve the purpose in question.

Regular maintenance and safe disposal of the media used to process personal data effectively prevent unauthorised disclosures of personal data to third parties. The controller's IT equipment and information network are physically protected and kept in a locked space monitored by means of a security system. The information network is protected by a firewall and other technical safeguards.

Only individuals authorised by the controller have access to the data file. Access to files, software and systems is restricted to individuals responsible for managing the unemployment fund by technical means (usernames, passwords). Access to premises where confidential information is processed or stored is only permitted for individuals who need access in order to perform their work. The exterior doors to the production facility are monitored by means of a security system. Employees' access to the premises is controlled by means of an access control system. All individuals who have access to the data file sign a non-disclosure agreement and are therefore under an obligation not to disclose the information they process to third parties.

9. Data subjects' rights

Data subjects have a number of rights under data protection laws that are designed to protect their privacy and uphold their constitutional rights.

Every data subject has the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data, as well as the right to obtain from the controller the rectification of inaccurate personal data concerning him or her and to have incomplete personal data completed.

Data subjects also have the right to withdraw their consent to processing, where the processing of their personal data is based on consent. Any such withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

Data subjects have the right to obtain from the controller the erasure of their personal data or restriction of processing, and the right to object to the processing of their personal data as well as the right to data portability.

Any data subject who feels that the processing of their personal data violates the GDPR has the right to lodge a complaint with the competent supervisory authority.

10. Storage periods for personal data

Personal data pertaining to recipients of newsletters and information are kept for as long as the individuals concerned continue to subscribe to these services.

Information pertaining to individuals invited to events and those who participate in events is kept for a period of two years.

Contact information for representatives of the media and stakeholders is kept for as long as the information is needed to achieve the purpose of the processing and up to date.

Information pertaining to individuals who take part in prize draws is kept until the prizes have been sent out to the winners.