

**Privacy statement**  
**EU's General Data Protection Regulation**  
**(2016/679),**  
**Articles 13 and 14**  
**Drawn up on 25 May 2018**  
**Updated 3.6.2019**

1. Controller	General Unemployment Fund YTK Teollisuuskatu 4, FI-32200 Loimaa, Finland
2. Contact person for matters concerning the register	Data Protection Officer, Legal Counsel Paula Virri Telephone: 02 760 7620 Address: Teollisuuskatu 4/P.O. Box 100, FI-32200 Loimaa, Finland E-mail: paula.virri@ytk.fi
3. Name of the register	Member and payment register of General Unemployment Fund YTK.
4. Purpose of processing of personal data	<p>The processing of personal data is based on the EU's General Data Protection Regulation (2016/679), Article 6, item 1 c). The processing of personal data is necessary for performing the statutory duties of the unemployment fund.</p> <p>The data in the personal register is used for providing earnings-related security referred to in the Unemployment Security Act (1290/2002) and alternation compensation referred to in the Act on Job Alternation Leave (1305/2002) to the members of the unemployment fund and for advice and services to the members of the unemployment fund in matters concerning membership and benefits.</p> <p>According to the law, applicants of daily allowance shall provide the information necessary for the granting and payment of unemployment allowance. Failure to provide the information may result in a negative decision.</p>
5. Storage periods of personal data	<p>Personal data will be stored for as long as the grounds for processing of data stated in section 4 are valid. The storage periods of data are determined as follows:</p> <ul style="list-style-type: none"> <li>• Personal data and membership data will be stored for 6 years after the end of membership.</li> <li>• As a general rule, data on benefits will be stored for a maximum of 10 years. In cases of claim for recovery the data will be stored until 6 years have passed from the end of the recovery of the benefit. The data on benefits of appellants will be stored until 6 years have passed from a legally valid decision.</li> </ul>
6. Data content of the register	<p>Personal data</p> <ul style="list-style-type: none"> <li>• Surname, first names</li> <li>• Identity number</li> <li>• Language of communication</li> <li>• Postal address, post code</li> </ul>

	<ul style="list-style-type: none"><li>• Home municipality</li><li>• Country code</li><li>• Telephone numbers</li><li>• Fax number, e-mail address</li></ul> <p>Membership data</p> <ul style="list-style-type: none"><li>• Type of membership</li><li>• Date of resigning, reason for resigning</li><li>• Bank account</li><li>• Date of establishment of data</li><li>• Date of last update of data</li><li>• Gender</li><li>• Previous identity number</li><li>• Date of joining</li><li>• Date of resigning, reason for resigning</li><li>• Member's professional code and professional title, updated automatically based on the labour policy statement</li><li>• Education code</li></ul> <p>Data on benefits</p> <p>The unemployment fund maintains control data on payments.</p> <ul style="list-style-type: none"><li>• The salary used as the basis for the daily allowance of the applicant for daily allowance and the duration of the adjustment period.</li><li>• The salary income received by the member, adjustment period, and some social benefits that affect the amount of benefit paid by the fund.</li><li>• The number of the member's children affects the payment of child increase to the member, and Kela's claim for child increase</li><li>• The fund is obliged to render account of certain collection (execution collection, Kela's collection) from the benefit paid by the fund.</li><li>• Cumulative data is collected on the benefits paid to the members of the fund.</li><li>• The benefit days paid to a member of the fund also accumulate the maximum time counters referred to in the Unemployment Security Act, as per the provisions of the act. The paid days accumulate in the counters maintained within the register.</li><li>• The benefits paid to a member and the decisions given to him/her are saved in the register.</li><li>• The letters sent by the fund to its members are saved in the register.</li></ul>
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	<ul style="list-style-type: none"><li>• The fund is obliged to follow the accumulation of the benefit applicant's condition regarding employment. The employments reported by the applicant are saved in the register on the basis of salary certificates.</li><li>• Members may ask questions and give feedback through the electronic service as well as amending their contact information. Questions, answers and requests for changes are saved in the register.</li><li>• The register includes the data of those persons from whom the fund is claiming or has claimed for recovery of a paid benefit. In addition, the register includes the necessary data on the benefit claimed for recovery.</li><li>• Information on a complaint filed by a member of the fund on the decision received is saved in the register. After that, follow-up data on the complaint case will be saved in the register.</li><li>• Invoicing and payment data concerning a member is saved in the register.</li><li>• Documents concerning a member will be compiled in the register. These documents may have been provided by the member or by his/her employer, authorities or other external party.</li><li>• Data concerning phone calls made by a member: the caller is identified based on the phone number when he/she is a member of the unemployment fund. The calling time, duration of call and code of the employee who took the call are saved in the register. The calls made by members are recorded.</li><li>• Tax data: The Tax Administration annually forwards the withholding tax data of the members to the fund. Members can also send their tax card to the fund by themselves. The tax withholding data is saved in the register. According to the tax details of the fund members, tax is withheld from the unemployment benefit paid.</li><li>• Employment relationships of applicant for daily allowance: To determine the deductible of large employers, the fund is obliged to save and report to the Unemployment Insurance Fund the data related to the employer and employment relationship on applicants born in 1950 or later who are at least 56 years old.</li><li>• Labour policy statements given to the applicant for daily allowance.</li><li>• Data forwarded for the fund by Kela: Data forwarded by Kela on benefits paid by it is saved in the register. Data is forwarded on those members of the fund who have signed up as unemployed job-seekers and are applicants for a benefit in the fund.</li><li>• The number and name of the member's TE Office.</li><li>• Free space for additional information.</li><li>• Information on whether the member has authorised another person to manage his/her affairs.</li></ul>
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	<ul style="list-style-type: none"> <li>• Permission for use of text message and internet services.</li> </ul> <p>Cookies in the online service</p> <p>The YTK online service uses cookies. The data collected by cookies is used for the development of the website and for offering targeted information to customers. You can disable the use of cookies in the settings of your internet browser. The following data is saved in cookies:</p> <ul style="list-style-type: none"> <li>• the user's IP address</li> <li>• time of visit on the site</li> <li>• pages viewed</li> <li>• type of browser used</li> <li>• the web address from which the user came to the YTK website</li> <li>• the server from which the user came to the YTK website.</li> </ul>
<p>7. Regular sources of information</p>	<ul style="list-style-type: none"> <li>• Basic personal data is obtained from the joining form submitted by the member.</li> <li>• Information concerning benefits is obtained from the joining form submitted by the member and attachments thereto.</li> <li>• Pursuant to chapter 13, section 1 of the Unemployment Security Act, the unemployment fund shall have the information necessary for solving a case processed by the fund or for enforcing the duties prescribed for the fund             <ol style="list-style-type: none"> <li>i. from state and municipal authorities and other institutions under public law</li> <li>ii. from the Finnish Centre for Pensions, pension and insurance institutions, and pension foundations</li> <li>iii. from employer, other unemployment fund, workplace fund and provider of training services referred to in the Act on Public Employment and Business Service, and other educational establishment</li> <li>iv. from labour authorities a labour policy statement concerning the applicant for benefit and report on payment</li> <li>v. from penal institution and institution for preventive detention referred to in section 1 of the Act on the Preventive Confinement of Dangerous Recidivists (317/1953) the data on beginning and end of a punishment; the penal institution and institution for preventive detention must give the information immediately when the person is placed in a penal institution or institution for preventive detention</li> </ol> </li> </ul>

	<p>vi. Kela and the unemployment fund have the right, without prejudice of non-disclosure regulations or other restrictions concerning the access to data, receive from the Tax Administration free of charge the necessary data on the income of the recipients of unemployment benefit for revealing any abuse of unemployment benefit.</p> <ul style="list-style-type: none"> <li>• The Tax Administration annually provides the fund with the withholding tax data of the members.</li> <li>• Kela provides the fund with data on the benefits paid by Kela concerning the applicants for benefit.</li> <li>• Population Information Centre provides the fund with data on the members' address and children and the death of the members.</li> <li>• Labour Administration provides the fund with labour policy statements concerning the members.</li> </ul>
<p>8. Regular disclosure of data</p>	<p>Pursuant to chapter 13, section 1 of the Unemployment Security Act, the unemployment fund has the right to give to the Ministry, Tax Administration and the institution or corporation in charge of the statutory social security system and responsible for the social security benefit affected by a benefit in accordance with this act, the identity number and other identification details of a person who has received a benefit or compensation in accordance with this act, data on benefits and compensations paid, and other comparable data which is necessary for combining of identity information and other one-off supervisory procedure for solving crimes and abuse directed at social security, and to the police and prosecuting authorities the above-mentioned data which is necessary for solving crimes and for prosecution.</p> <ul style="list-style-type: none"> <li>a. Pursuant to chapter 13, section 8 of the Unemployment Security Act, the unemployment fund has the right, on request of the authority in question, to disclose information on the amounts of benefits in accordance with this law for execution.</li> <li>b. Pursuant to chapter 13, section 10 of the Unemployment Security Act, the register of benefit recipients maintained by the Financial Supervisory Authority is a register of persons which acts as the basic register concerning the benefits paid by unemployment funds. It is permitted to collect and save in the register necessary information in the payment systems of unemployment benefits which comprises: <ul style="list-style-type: none"> <li>i. the identity number of the person who has received a benefit and background information on the person related to the payment of the benefit;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>ii. data on the benefits paid to the person;</li> <li>iii. data on the unemployment benefits paid and their temporal allocation and data on the facts affecting the determination of the benefits; and</li> <li>iv. data on the decisions issued by the unemployment fund and the processing of unemployment benefit applications.</li> </ul>
9. Transfer of data to outside the EU or EEA	The data in the register shall not be transferred to outside the European Union or the European Economic Area.
10. Principles of protection of the register	<p>YTK only collects such personal data which is necessary and needed for the purpose of processing the data. The data is not collected or stored in greater volumes or for a longer time than is necessary for the purpose in question.</p> <p>Secure servicing and disposal of the data devices used for the processing of personal data guarantee that personal data will not end up to unauthorised third parties. The IT hardware and data network are physically protected and located in locked and supervised premises. The data network is protected with a firewall and other technical means.</p> <p>Only persons authorised by the controller have access to the register. Access to data, software and systems is limited by technical means (username, password) to persons that handle the duties of the unemployment fund. Access to premises where confidential information is processed or archived is only permitted to persons who need to access the premises to perform their job. The outer doors of the production premises are covered by a surveillance system. The employees are supervised through an access control system. The register users are bound by non-disclosure agreement and therefore must not pass on the data they process.</p>
11. Right of access	You have the right to check your data saved in the member register. On request we provide a copy of the personal data processed. The right of access is free of charge the first time. The request to check the data shall be addressed to the Data Security Co-ordinator (see section 2).
12. Right to demand rectification of data	You have the right to demand the rectification of incorrect data in the register. The request for rectification shall be made in a sufficiently detailed manner. The request for rectification shall be addressed to the Data Security Co-ordinator (see section 2).
13. Right to file a complaint with the supervisory authority	You have the right to file a complaint with the supervisory authority, if you consider that the processing of your personal data constitutes a breach of the General Data Protection Regulation.