

REGISTER INFORMATION

Personal Data Act (523/1999) 10 §

1. REGISTRAR

The registrar is Haaga-Helia University of Applied Sciences ("Haaga-Helia") and register shall be used inside the Haaga-Helia corporation. The Administrator of the register is:

Haaga-Helia
R&D Center
Career and Recruiting Services
Ratapihantie 13
00520 Helsinki

2. PERSON IN CHARGE OF THE REGISTER

Career and Recruiting Services
Jukka Väyrynen
Tel. 09-229 611
e-mail: jukka.vayrynen@haaga-helia.fi

3. NAME OF THE REGISTER

Haaga-Helia Career and Recruiting Service's Recruiting system.

4. THE PURPOSE OF REGISTER/ THE PURPOSE OF USING THE PERSONAL DATA

The purpose of the register is to enable and offer a recruiting system (webpage) for companies and Haaga-Helia's students who can contact each other through the system. The person/company using the register has given its consent in a registration form to the use and processing of personal/other data.

5. THE SOURCE AND LIST OF THE DATA

The main source of the data is the person/company using the register. According a person's consent the below mentioned data is transferred and displayed through HAKA system. A person using the register can check the relevant data before entering the Recruiting system.

- Name
- e-mail address
- ID number
- User ID, home organization and its type
- Person's role in the home organization

6. DATA DISCLOSURE AND TRANSFER

The Registered data shall not be disclosed outside the register or outside the EU or European Economic Area countries.

7. REGISTER AND DATA PROTECTION

The registered data shall not be transferred to third parties. The register locates in a secured server and it is not stored in a written form. The register is secured with usernames and passwords and it is used only by authorized personnel who has the right to do so by their related job description.

8. THE CORRECTION, UPDATE AND DELETION OF THE DATA

The registered data shall be corrected without delay when requested. Upon request a registered person/company has a right to check the correctness and validity of the stored data concerning him/it. The request has to be made in a written form to the person in charge of the register who shall check the identity of the person in question. The deletion process of the stored data operates the same way.