

27.6.2024

Privacy statement Personal Data Act (523/1999) §§10 and 24

REGISTRAR Esys Oy (hereinafter referred to as Esys)
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NAME OF THE REGISTER Personell register

PURPOSE OF PROCESSING PERSONAL DATA

The legal basis for processing personal data according to the EU's General Data Protection Regulation (GDPR) is the statutory obligation of the employer. The purpose of processing personal data is to maintain contact with employees, pay salaries, track working hours, and maintain a skills register.

CONTENTS OF THE REGISTER

The information stored in the register includes the person's name, position, contact details, date of birth, next of kin (ICE), intranet IDs, mPalkka IDs, tax number, salary account number, education, work history, Smartum card number and balance, validity periods of work safety, electrical safety, fire safety, and first aid certificates, photo, and the quantity/sizes of work tools and clothes received from Esys. Employee information is retained for as long as laws and regulations require. Employee absence information is anonymized in occupational health statistics.

REGULAR SOURCES OF INFORMATION

Information stored in the register is obtained from the employee, for example, via email, phone, text message/WhatsApp, agreements, and other situations where the employee provides their information.

REGULAR DISCLOSURES OF INFORMATION

Information is not regularly disclosed to other parties. Information may be published to the extent agreed upon with the employee. Information may be disclosed when employees work on Esys Oy's customer sites.

TRANSFER OF DATA OUTSIDE THE EU OR EEA

Information may be disclosed when employees work on Esys Oy's customer sites. Information may also be transferred by the controller outside the EU or EEA.

PRINCIPLES OF REGISTER SECURITY

Care is taken when processing the register, and manual materials as well as information processed via information systems are properly protected. When register information is stored on internet servers, appropriate physical and digital security measures are taken to protect the hardware. The controller ensures that stored data, server usage rights, and other critical personal data

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are handled confidentially and only by employees whose job description includes this.

RIGHT OF ACCESS

Every person in the register has the right to check their stored data. If a person wishes to check their stored information, the request must be sent in writing to the controller. The controller may request the requester to prove their identity if necessary. The controller responds to the employee within the time frame set out in the EU's data protection regulation.

OTHER RIGHTS RELATED TO THE PROCESSING OF PERSONAL DATA

A person in the register has the right to request the correction of any incorrect information or the completion of incomplete information. A person also has the right to request the deletion of their personal data from the register. The data subject has other rights under the EU's General Data Protection Regulation, such as restricting the processing of personal data in certain situations. Requests must be sent in writing to the controller. The controller may request the requester to prove their identity if necessary. The controller responds to the employee within the time frame set out in the EU's data protection regulation.