

Privacy policy

1. REGISTER CONTROLLER

Esys Oy (hereinafter referred to as "Esys")
Tarmontie 6, 15860 Hollola

2. CONTACT PERSON

Rita Mäkinen
rita.makinen@esys.fi
+358 40 707 9677

3. NAME OF REGISTER

Personnel register

4. PURPOSE OF PROCESSING PERSONAL DATA

The legal basis for the processing of personal data under the EU General Data Protection Regulation (GDPR) is the employer's legal obligation. The purpose of processing personal data is communication with employees, salary payments, working hour tracking, and maintenance of the internal competence register.

5. CONTENT OF THE REGISTER

The information stored in the register includes the person's name, position, contact details, date of birth, next of kin (ICE), intra credentials, tax number, salary account number, education, work history, Epassi 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 absence data is anonymized in occupational health statistics.

The data is stored for the duration of the employment relationship. After the employment relationship ends, the data will be deleted within a reasonable period unless there is another legal basis requiring longer retention.

6. REGULAR SOURCES OF INFORMATION

The information stored in the register is obtained from the employee via email, telephone, text messages/WhatsApp, agreements, hour reporting, and other situations where the employee provides their information.

7. REGULAR DISCLOSURE OF DATA

Data is not regularly disclosed to third parties. Data may be published to the extent agreed upon with the employee. Data may be disclosed when employees work at Esys customers' worksites.

8. TRANSFER OF DATA OUTSIDE THE EU OR EEA

Data may be disclosed when employees work at Esys customers' worksites. Data may also be transferred by the data controller outside the EU or EEA.

9. PRINCIPLES OF DATA PROTECTION

Due care is exercised in the processing of the register, and all manually maintained materials and electronically processed data are appropriately protected. When register data is stored on Internet servers, the physical and digital security of the hardware is appropriately ensured. The data controller ensures that stored data, server access rights, and other information critical to the security of personal data are handled confidentially and only by employees whose duties require such access.

10. RIGHT OF ACCESS

Every person included in the register has the right to inspect the data stored about them in the register. If a person wishes to inspect their data, the request must be submitted in writing to the data controller. The data controller may, if necessary, request proof of identity from the requester. The data controller will respond within the time period specified by the EU General Data Protection Regulation.

11. OTHER RIGHTS RELATED TO THE PROCESSING OF PERSONAL DATA

Every person included in the register has the right to request correction of inaccurate data or completion of incomplete data. The person also has the right to request deletion of personal data concerning them from the register. The data subject also has other rights under the EU General Data Protection Regulation, such as the right to restrict processing in certain situations. Requests must be submitted in writing to the data controller. The data controller may, if necessary, request proof of identity from the requester. The data controller will respond within the time period specified by the EU General Data Protection Regulation.