The Finnish Film Foundation Job Applicant Privacy Statement

Personal Data Act (523/1999) § 10 and § 24
EU General Data Protection Regulation 2016/679 (GDPR)

25 May 2018

1. DATA CONTROLLER

The Finnish Film Foundation

2. CONTACT INFORMATION FOR QUERIES ABOUT THE REGISTER

The Finnish Film Foundation / Data Protection Manager
Kanavakatu 12
00160 Helsinki
Finland

Tel. +358 9 6220 300
tietosuoja@ses.fi

3. NAME OF THE REGISTER

The Finnish Film Foundation recruitment register

4. DATA SUBJECTS

Prospective employees applying to the Finnish Film Foundation.

5. PURPOSE OF THE REGISTER

Managing the recruitment operations of the Finnish Film Foundation.

6. DATA CONTENT OF THE REGISTER

Basic personal data
- Name
- Date of birth
- Address
- Phone number
- Email address

Job application data
- Data on education, work experience and skills
- Job application
- CV
- Picture
- Possible references, work certificates, demonstrations of skill
7. REGULAR DATA SOURCES

The data in the recruitment register is collected from the applicant via the Internet, email, phone or with a form.

8. DATA STORAGE DURATION

The applicant’s data is stored at the Finnish Film Foundation for six (6) months unless the applicant requests an extension to the storage time for a valid reason. The applicant may also request the removal of the data before the six months have passed. Data containing personal information is destroyed according to the proper data security practices.

9. DATA PROCESSORS

Employees of the Finnish Film Foundation engaged in the recruitment procedure may process personal data according to existing privacy laws. The processing of personal data may also be partly outsourced to a third party when necessary, in which case the processing of data according to data protection laws and good practices is ensured with separate agreements.

10. TRANSFERRING DATA OUTSIDE THE EU OR THE EEA

The Finnish Film Foundation does not transfer or release the personal data of the applicants outside the European Union or the European Economic Area.

11. REGULAR DATA RELEASES

We transfer data to third parties only in the following cases:

- the recruitment process uses an external expert.
- the data subject has given their consent.
- based on the valid demands of legal authorities or other parties according to established law.

12. GUIDELINES FOR REGISTER SECURITY

The Finnish Film Foundation’s recruitment register and the confidentiality of its personal data are secured with firewalls, by securing the physical location of the equipment, access control, user rights, encryption and active surveillance.

Manual data concerning the register is stored in a secure location. Digitally stored and processed data is stored in software that is secured with firewalls, passwords and other methods.

Personal data is processed only by employees of the Finnish Film Foundation who log into systems using an individual user name and password.

13. RIGHT OF ACCESS

According to § 26–28 of the Personal Data Act, the applicant has the right to examine what information about them has been stored into the register. A signed request for access must be sent in writing to
The Finnish Film Foundation / Data Protection
Kanavakatu 12
00160 Helsinki
Finland

or via email to tietosuoja@ses.fi.

The request may also be presented in person at
Kanavakatu 12
00160 Helsinki
Finland

The data subject also has the right to demand incorrect data be corrected with a written notification sent to the above address or via email to tietosuoja@ses.fi.

Queries related to register data are processed within a month.

14. CHANGES IN THE PRIVACY STATEMENT

We constantly develop our services and retain the right to change this privacy statement with an announcement on our website. Changes may also occur based on changes in legislation. We encourage you to inspect the contents of the privacy statement regularly.