

This notice provides information required under articles 13 and 14 of the EU General Data Protection Regulation (hereinafter GDPR) to the end-users of the system (the data subjects) and to the authorities charged with oversight.

<b>Name of personal data file</b>	Talent Search direct recruitment (contacts)
<b>Date:</b>	8 January 2019
<b>Controller</b>	Aalto University Foundation sr (registered foundation) 2228357-4 P.O. Box 11000, FI-00076 AALTO Otakaari 1, 02150 Espoo Tel. (exchange): 09 47 001  University joint HR Services
<b>Person in charge and contact person</b>	The person in charge of Aalto Talent Search direct recruitment is the HRD team manager for the university's joint HR Services. An appointed HR specialist (Mari Kaarni, mari.kaarni(at)aalto.fi) serves as the contact person.
<b>Data protection officer and contact details</b>	The data protection officer for Aalto University is Jari Söderström. Postal address: P.O. Box 11000, FI-00076 AALTO Street address: Otakaari 24, 02150 Espoo Tel. (exchange): 09 47 001 Email: dpo@aalto.fi
<b>A: Is the personal data collected directly from the data subject?</b>	Yes.
<b>B: Is the personal data collected from another source than the data subject?</b>	Yes. Data is collected in two ways: <ol style="list-style-type: none"><li>1. From public databases and sources (e.g. Google Scholar, Web of Science, Scopus, LinkedIn).</li><li>2. From University contacts, i.e. asking individuals with knowledge of the field. These may be Aalto employees or collaborative partners from outside organisations.</li></ol>

## **1. Purpose and legal grounds for the processing of personal data**

The purpose of collecting personal data by study option is to find potentially suitable for positions, contact them and determine their interest; also to use recruitment in order to raise and support interest in and increase the visibility of Aalto University. Through the same time process, individuals are found who are interested in collaborative work with Aalto or in later open positions at Aalto.

In addition, contact information is maintained according to field on persons may be of assistance in finding applicants.

The processing of the information generates anonymous statistical data for the university's internal use.

The legal grounds for the processing of personal data (headhunting and contacting) is the university's justified interest in ensuring the recruitment of competent staff and in increasing the university's visibility in society and social interaction.

Further processing of the personal data of potential recruits is based on consent in cases where the data subject has him- or herself offered extra information, applied for a position or expressed an interest in future open positions.

## **2. Content of the data (description of personal data categories and data subject categories)**

**The personal data categories for processing constitute basic information under the GDPR.**

### **Information on individuals to be contacted**

- The individual's name and contact details (email address, information about the current employer, job title, link to any personal webpage by the individual)
- Information on the individual's publications that is available from public sources (e.g. Google Scholar, Web of Science, Scopus)
- Short summary of the content of the personal discussions to be had with the individuals.
- How the individual reacted to the contact (no reaction, negative response, interested in collaboration or in open positions, is applying for a position)

### **Information on specialists knowledgeable about the field**

- Name and contact details, affiliations

## **3. Groups or individuals receiving the personal data (disclosures)**

No personal data are disclosed. Information contained in the personal data file is exclusively used for internal Aalto University use.

#### **4. Planned transfers of personal data to third countries or international organisations**

The data will be transferred neither to international organisations nor to parties outside of EU or EEA borders.

#### **5. Period for which personal data are stored / Criteria used to determine the period for which data are stored**

Persons who do not react to Aalto University's attempt to contact them or who announce that they are not interested in the position: all data will be erased at the end of the application period.

Persons who state that they are applying for the position or interested in being employed at Aalto University in the future: the name and contact details (email and link to website if any and current affiliation) are kept in the personal data file for five years with the consent of the data subject.

Name and contact details of experts of specific fields: The data is erased after contact has been made, if the person does not react to the message or notify Aalto of the fact that they do not wish their contact details to be kept.

#### **6. Rights of the data subject**

##### **Right of access**

You have a right to know what personal data are being processed of you and what data concerning you have been stored. The university provides you with your information upon request without undue delay. The requested information or the additional information related to the request must be provided no later than one month after receiving the request. If the information request is complex and comprehensive, the deadline may be extended by two months.

##### **Right of the data subject to withdraw consent**

You can withdraw your consent to our processing of your personal data at any time by contacting the Talent Search contact person. We will then erase all your data. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

##### **Right to rectification of data**

You have a right to have any inaccurate or incomplete personal data concerning yourself rectified or completed without undue delay. In addition, you have a right to have your personal data erased from the data file when it is no longer necessary.

##### **Right to be forgotten**

Depending on the legal basis on which the data is processed, you may have a right to have your personal data erased from the data file of the university. The storage and erasure of data shall comply with the records management plan of the university and the data storage periods required by legislation.

##### **Right to oppose or request a restriction of processing of personal data**

You may in certain circumstances have the right to request a restriction of the data processing.

You may have the right to object to processing of personal data concerning yourself.

You can exercise your rights by contacting the Aalto University data protection officer ([dpo@aalto.fi](mailto:dpo@aalto.fi)).

## **7. Right to lodge a complaint with a supervisory authority**

You shall have the right to lodge a complaint with a supervisory authority if you consider that the processing of personal data relating to you infringes the General Data Protection Regulation (EU) 2016/679. In addition, you have a right to use other administrative or judicial remedies.

You shall have the right to bring proceedings against the controller or the organisation processing your personal data before a court if you consider that the processing of your personal data infringes the General Data Protection Regulation.