

Privacy policy and customer register description

Combined customer register description and information document. Personal Data Act (523/1999), sections 10 and 24.

Prepared on 16 February 2016, revised 10.11.2017.

1. Registrar

Åbo Akademi, the university that coordinates the Aarresaari network, Tuomiokirkontori 3, 20500 Turku, until 31 December 2017.

2. Person responsible for the register

Coordinator of the Aarresaari network until 31 December 2017: Coordinator Jan Kraufvelin, Åbo Akademi, Arbetsforum, jkraufve@abo.fi, +358 50 536 5886.

3. Name of register

Aarresaari.net service

4. Purpose of handling personal data

The online environment is maintained by the Aarresaari network, i.e. career and recruitment service units of universities belonging to the network. The environment is used to distribute, transmit and maintain job, training position and thesis work advertisements. The material is used to transmit advertisements at universities, to develop the service and to communicate information about the network to employers. The tasks of the network promote the training mission of universities and social impact. [Universities Act 558/2009](#)

Personal data comprises part of the online environment. Information about users that they have completed in the service when sending job, training position and thesis work advertisements or when subscribing to a vacancy watch is saved in the database. Information is advertisement- and subscription-specific.

Information about job, training position and thesis work advertisements will be removed when archived material is removed. Material is transferred to an electronic archive where it is stored for approximately three (3) years.

The vacancy watch function allows users to subscribe to advertisements via email in accordance with the criteria they have set. For this purpose, users must enter their names and email addresses in the system. Information collected for the vacancy watch function will be removed from the system when the subscription ends. This information will not be archived.

5. Content of the register

Information collected about job, training position and thesis work advertisements:

1. Name of the employer
2. Contact person
3. Address
4. Telephone number
5. Email address
6. URL
7. Facebook account of the workplace
8. Twitter account of the workplace
9. LinkedIn account of the workplace
10. Name of the advertiser
11. Email address of the advertiser
12. Information about whether the advertiser's email address can be used for marketing purposes

Information saved by university users:

Advertisement-specific registrations related to handling and transmitting advertisements

Information collected for the vacancy watch function:

1. Name of the subscriber
2. Email address of the subscriber
3. Search criteria used for the subscription
4. Email interval

6. Regular sources of information

Information completed by advertisers in the forms of the Aarresaari.net service (www.aarresaari.net/for_employers).

Users subscribing to the vacancy watch send their information through job board pages of universities. Links can be found:

(www.aarresaari.net/contact_information).

Advertisers and subscribers submit all of their information personally.

7. Regular disclosure of information and transfer of information outside the EU or the EEA

No information will be disclosed or transferred to third parties.

8. Principles of protecting personal data

This system uses cookies. The connection between Aarresaari.net and the user's web browser is protected by the SSL protocol.

Registered data is only stored in electronic format.

Access rights to the online environment will only be given to employees who handle job, training position and thesis work advertisements at universities belonging to the Aarresaari network. Users only have access to that university-specific data that they need during their current official or employment relationship.

Logging in to the system is protected. The use of the register requires a personal username and password.

Users and administrators are committed to complying with the provisions of the Act on the Openness of Government Activities (621/1999).

9. Right to inspect and correct information

According to section 26 of the Personal Data Act, registered persons have the right to inspect their information saved in the register. A signed inspection request must be sent in writing to the person responsible for the register, or it can be presented in person in the aforementioned address.

Employer users can refuse from having their personal data handled. Refusals must be sent to info@aarresaari.net.

10. Correcting information

Advertisers can make changes during a pre-defined time using an advertisement-specific password via an advertisement-specific link that the system produces and sends via email. Advertisers define their advertisement-specific password independently.

Vacancy watch subscriptions are valid for 1–3 months as selected by the user, after which related information will be removed from the system. Each message sent by the system includes a possibility for unsubscribing to the vacancy watch. Subscribers cannot correct the information they have submitted, but they can unsubscribe to the vacancy watch. Any unsubscribed vacancy watches and related information will be removed from the system once a week.