

EMPLOYEE REGISTER

This Privacy Notice describes, among other things, the personal data contained in the register, the legal bases for processing personal data, and the rights of data subjects.

Last updated on 13 December 2021 at 09:06.

Data Controller

Consti Plc
Valimotie 16
00380 Helsinki, Finland
asiakaspalvelu@consti.fi

What are the legal bases and purposes for processing personal data?

The processing of personal data is based on:

- Processing is necessary for compliance with our statutory obligations
- The performance of an employment or traineeship agreement
- Consti's legitimate interest in protecting its information networks against threats and ensuring business continuity
- The data subject has given their explicit consent to the processing of their personal data

The purpose of processing personal data is to manage employment-related matters and the associated employer obligations, such as payroll administration, as well as to plan and develop our business while taking personnel-related considerations into account.

What personal data do we process?

In connection with the Employee Register, we process the following personal data relating to employees (data subjects) that is necessary for their employment or traineeship:

- Basic information about the data subject, such as name, date of birth, gender, personal identity code and tax number
- Contact details of the data subject, such as email address and telephone number
- Information relating to the data subject's employment, such as job title, employment and education history, permits, qualifications and inductions
- Performance and development discussions and assessments concerning the data subject
- Information concerning the data subject's absences, including medical certificates

- Information relating to the data subject's annual leave records
- Information relating to access control at construction sites, such as the name of the construction site and arrival and departure times
- Information relating to the data subject's salary payments, such as hourly or monthly salary and bank account number
- Information on trade union membership for employees whose membership fees are deducted in connection with payroll
- Information related to firewall log monitoring, such as information contained in log monitoring reports on the number of visits by individual users to websites considered harmful from an information security perspective

Providing personal data is necessary for us to fulfil our obligations as an employer.

Where do we obtain personal data?

We primarily obtain information from the data subjects themselves. Information is also created to enable the use of systems, applications, machinery and equipment required for work. Correspondingly, information is generated using these systems, applications, machinery and equipment.

In addition, for the purposes described in this Privacy Notice, personal data may be collected and updated from publicly available sources and based on information received from public authorities or other third parties, within the limits of applicable legislation. Such data updates may be carried out manually or automatically.

To whom do we disclose personal data, and do we transfer data outside the EU or EEA?

We use subcontractors that process personal data on our behalf. We have partially outsourced our IT management to external service providers, whose managed and secured servers are used to store personal data.

We disclose personal data, as permitted and required by applicable legislation, to parties that have a statutory, collective agreement-based and/or contractual right to receive information from the register, such as tax authorities, the Social Insurance Institution of Finland (Kela), pension and accident insurance companies, and employment and enforcement authorities. We may also disclose information for other purposes in accordance with Finnish law.

We disclose medical certificates obtained from sources other than occupational healthcare to the occupational healthcare provider. Employees have the right to prohibit the disclosure of a medical certificate to occupational healthcare by notifying the person responsible for data protection.

As a rule, personal data is located within the EU/EEA. Some of the IT systems and services used by Consti are provided by international service providers, in which case personal data may be transferred outside the EU/EEA in connection with the provision of these services. In such cases, Consti has ensured that the transfers are protected in accordance with the requirements of the EU General Data Protection Regulation (GDPR).

How do we protect personal data and how long do we retain it?

Access to systems containing personal data is restricted to those employees who are authorised to process personnel data as part of their work. Each user has their own username and password for the relevant systems.

The information is stored in databases protected by firewalls, passwords and other technical safeguards. The databases and their backups are located in locked premises, and access to the information is restricted to specifically designated persons.

We retain personal data for as long as necessary for the purposes for which the personal data is processed, taking into account statutory retention periods arising from legislation such as employment, accounting and tax prepayment legislation.

We regularly assess the need to retain personal data, taking applicable legislation into account. In addition, we take reasonable measures to ensure that the register does not contain personal data that is incompatible with the purposes of processing, outdated or inaccurate. We rectify or delete such information without undue delay.

What are your rights as a data subject?

As a data subject, you have the right to access the personal data concerning you that is stored in the register and to request the rectification of inaccurate information or the deletion of your data where there are legal grounds for doing so. You also have the right to withdraw or modify your consent.

In accordance with the General Data Protection Regulation (GDPR), as of 25 May 2018, you also have the right to object to the processing of your personal data or request that its processing be restricted, as well as the right to lodge a complaint concerning the processing of personal data with a supervisory authority.

For reasons relating to your particular personal circumstances, you also have the right to object to the processing of your personal data where the processing is based on the employment relationship between you and us. When making such a request, you must specify the particular circumstances on which your objection is based. We may refuse to comply with a request to object only on grounds provided by law.

Who can I contact regarding data protection?

All enquiries concerning this personal data register or this Privacy Notice should be submitted in writing to the designated contact person by post or email.

Heikki Untamala

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