



Privacy policy

EU General Data Protection Regulation (2016/679)

11 September 2023

Employment services register

1. Controller

Helsinki City Board

2. Person in charge of the register

Title

City Executive Office / Head of Employment Services

In accordance with Section 182 of the City Board's Decision on 7 March 2022 concerning the responsibilities and tasks related to the controllership, the person responsible for the register shall be the Head of Employment Services appointed by the Director of Economic Development.

3. Contact person for the register

Title

Team manager, who oversees the financial assistance granted to the employer. City Executive Office / Employment services

Contact information

City of Helsinki, Registry Office, Box 10 (Pohjoisesplanadi 11-13) 00099 City of Helsinki

4. Purposes of the processing of personal data and the legal grounds for the processing

Purposes of the processing

The purpose of the processing of personal data is to promote the employment of the unemployed in Helsinki.

Promotion of employment means offering employment services to the unemployed as a complement to the municipal employment services pilot:

- offering a work trial, fixed-term wage subsidy job or an apprenticeship based on wage subsidy at the City,
- offering obligatory employment to people of Helsinki entitled to that,
- offering financial support to an employer that employs an unemployed person in Helsinki into an employment contract,
- execution of projects promoting employment for the unemployed in Helsinki.
- In addition, the data may be used to prevent possible misuse.

Legal grounds for the processing

When the City offers a work trial, fixed-term wage subsidy employment or an apprenticeship based on wage subsidy, personal data are processed in accordance with

- Article 6, paragraph 1 b of the EU General Data Protection Regulation: processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

When the City offers obligatory employment to people of Helsinki, who are entitled to that, data are processed according to

- Article 6, paragraph 1 c of the EU General Data Protection Regulation: processing is necessary for compliance with a legal obligation to which the controller is subject;

When the City subsidises an employer that employs an unemployed person in Helsinki into an employment contract, data are processed according to

- Article 6, paragraph 1 e of the EU General Data Protection Regulation: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and based on
- Article 6, paragraph 1 b of the EU General Data Protection Regulation: processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

In the execution of projects promoting the employment of the unemployed in Helsinki, data are processed according to

- Article 6, paragraph 1 a of the EU General Data Protection Regulation: the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

Essential legislation

- EU General Data Protection Regulation (679/2016)
- Data Protection Act (1050/2018)
- Act on the Openness of Government Activities (621/1999)
- Act on public employment and business service (916/2012)
- European Commission Regulation (EU) No 1407/2013

5. Data content of the register

Personal data processed when offering a work trial are

- Data subject's name, personal identity code, native language and contact information.
- Educational level (basic, upper secondary, university, other) and degree.

Personal data processed when offering fixed-term wage subsidy employment are

- Data subject's name, personal identity code, native language and contact information.
- Information on the duration of the unemployment and the unemployment benefit.
- Educational level (basic, upper secondary, university, other) and degree.

Personal data processed when offering an apprenticeship based on wage subsidy are

- Data subject's name, personal identity code, native language and contact information
- Educational level (basic, upper secondary, university, other) and degree.
- Name, duration and organiser of the degree apprenticeship and the name of the education auditor.

Personal data processed when offering obligatory employment are

- Data subject's name, personal identity code, native language and contact information.
- Information on the duration of the unemployment and the unemployment benefit.
- Educational level (basic, upper secondary, university, other) and degree.
- Information on the use of services, client relationship and need for services.
- Information on the education, work history and professional skills.
- Information on the ability to work and function.

Specific personal data related to the ability to work and function are processed in the register when offering obligatory employment to a person entitled to that. The processing is permissible according to Article 9, paragraph 2a in the EU General Data Protection

Regulation, according to which the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

Personal data processed when the City subsidises an employer that employs an unemployed person in Helsinki into an employment contract are.

- Data subject's name, personal identity code and contact information.
- Information on the duration of the unemployment and the unemployment benefit.
- The employer's identification data and contact information and the name and telephone number of the contact person and the employee.
- Employment information (job title, working hours, gross wage and collective agreement adhered to).
- Information related to the subsidy granted (duration, amount, form of the subsidy).
- Name, duration and organiser of the degree apprenticeship.
- Information on the commission agreement.

Personal data processed in projects promoting the employment of unemployed persons in Helsinki are the following

- Data subject's name, personal identity code, native language and contact information.
- Information on the duration of the unemployment and the unemployment benefit.
- Educational level (basic, upper secondary, university, other) and degree.
- Information on the use of services, client relationship and need for services.
- Information on the education, work history and professional skills.
- Information on the ability to work and function.
- Other information possibly required by the project financier and the execution of the project.

When processing specific personal data related to the ability to work and function, the processing is permissible according to Article 9 paragraph 2 (a) of the EU General Data Protection Regulation, according to which the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

6. Regular disclosures of personal data

Data on a contractual relationship based on pay subsidy are disclosed to the Uusimaa TE Office and the KEHA centre to the extent that they require.

Personal data from fixed-term employment projects are disclosed to project financiers to the extent that they require.

City's internal:

- The case and document management system
- The account register

When the employer hires an unemployed person in Helsinki into an employment contract in which the City of Helsinki subsidises the employer. For reasons related to the functioning of the system, data related to the system may be transferred outside the EU/EEA, in which case the transfer is carried out in compliance with the Commission's standard contractual clauses. During the transfer, the data is protected with additional technical and organisational protection measures. No data is transferred from the register outside the EU or EEA for other purposes.

7. Data storage periods

The data are stored for five years following the termination of the client relationship. Data pertaining to financial commitments is stored for ten years.

8. Sources of personal data

The data are obtained from the data subjects themselves, Kela and the Uusimaa TE office, Helsinki employment services and the employer of the data subject.