



**Register Description**  
Data Protection Act (1050/2018)

<b>1</b> <b>Data Controller</b>	Name SYKLI Environmental College Address Kaartokatu 2, 11100 Riihimäki, Finland Phone +358 50 529 6428 Email info@sykli.fi Internet www.sykli.fi
<b>2</b> <b>Contact Person for Registry Matters</b>	Tom Ylönen <a href="mailto:tom.ylonen@sykli.fi">tom.ylonen@sykli.fi</a>
<b>3</b> <b>Name of the Register</b>	<b>Laura-</b> recruitment System
<b>4</b> <b>Purpose of Processing Personal Data</b>	Personal data is processed in applying for training programs and in Sykli's own recruitments.
<b>5</b> <b>Content of the Register</b>	Contact information and CV of the job or training program applicant/student
<b>6</b> <b>Regular Information Sources</b>	The job or work placement applicant/student independently provides the information.
<b>7</b> <b>Regular Disclosures of Information</b>	The CVs of individuals/students seeking work placements can be sent from the system to companies with agreed consent. The receiving company will see the person's CV.
<b>8</b> <b>Transfer of Data Outside the EU or EEA</b>	Information is not disclosed.
<b>9</b> <b>Principles of Register Protection</b>	a) Manual material <ul style="list-style-type: none"> <li>• None</li> </ul> b) Computer-processed data <ul style="list-style-type: none"> <li>• The register is protected with a username, password, and firewall.</li> <li>• Only those appointed to the task can access the user register.</li> <li>• The users of the register have a confidentiality obligation.</li> </ul> -
<b>10</b> <b>Date and Author of the Register Description</b>	Date: 23082022 Author: Jane Saarnia



## Register Description

### Data Protection Act (1050/2018)

#### Instructions for Completing the Register Description

Read the instructions before filling out the register description. Use the attachment if necessary.

1. The data controller refers to a person, community, or foundation for whose use the personal register is established and who has the right to decide its use. For example, a company, authority, or association can be a data controller, not a specific department, employee, or IT service company maintaining the register technically.

If the data controller does not have a place of operation in the European Union but uses equipment located in Finland for processing personal data for purposes other than just transfer through this area, the data controller must appoint a representative in Finland. This representative, along with their contact information, is marked next to the name of the data controller in section 1.

2. The contact person can be approached with various inquiries concerning the processing of personal data.
3. The personal register is given a name that indicates the purpose of the register (for example, a customer register, a personnel management register).
4. The purpose of processing personal data explains for which task of the data controller the personal register is established. Personal data can be processed, for example, for managing a customer relationship, service relationship, or membership. This section can mention the legal provision on which the processing of personal data is based (e.g., Section 8 of the Personal Data Act or Chapter 4, or a provision of a special law). If the processing of personal data has been outsourced, it can be mentioned in this section.
5. The description includes the data or types of data that can be stored about the registered person. Identification information of the person is detailed (e.g., name, date of birth, and contact details). Otherwise, a description of data types or groups may suffice (e.g., information about services ordered by the customer, their delivery, and billing). The information can be grouped with subheadings.
6. Description of where the data stored in the register regularly comes from. Data can accumulate in the data controller's own operations, be obtained from the registered person themselves, or through transfers from other personal registers. If data is obtained through transfer from elsewhere, indicate on what basis the transfer occurs. The basis can be, for example, the registered person's consent or a statutory provision. The Personal Data Act does not require the reporting of regular data sources, but it is appropriate for the description of personal data processing.
7. Are personal data regularly disclosed? If data is disclosed, to whom it is disclosed. Also, explain what data is disclosed and on what basis the disclosure is made. The basis for disclosure can be the registered person's consent or a statutory provision. Disclosing information to a contractor in outsourcing situations of personal data processing is not considered disclosing personal data. Mention outsourcing in section 4 of the description.
8. Is personal data transferred outside the European Union or the European Economic Area?
9. Protection of manual material can be described, for example, by mentioning storage in a locked space. For computer-processed data, it is stated how the data is protected from external parties and how access rights within the organization are limited. Describe the general principles of protection. Do not disclose details that could compromise data security. It is also good to note whether the personal data stored in the register are deemed confidential.
10. Date of preparation of the register description and the name of the author.