

## **Privacy notice by the Taito Competence Register**

(Last updated on 23 May 2018)

### **Privacy notice**

#### **Suomen Tilaaajavastuu Oy's Taito Competence Register**

#### **1. Controller and contact person of the register**

Suomen Tilaaajavastuu Oy (Business ID FI23273271)

Tarvonsalmenkatu 17 B

02600 Espoo, Finland

Data Protection Officer Saara Rinta-Jouppi

Email: [tietosuoja@tilaaajavastuu.fi](mailto:tietosuoja@tilaaajavastuu.fi)

#### **2. Data subjects**

Data subjects are:

- the employees, managers, trainees (not working on an employment contract), or volunteer workers of Suomen Tilaaajavastuu Oy's ("STV") customer that use the Taito Competence Register; or
- natural persons who have given their consent for publishing their completed qualifications in STV's Taito Competence Register.

#### **3. Basis for and purpose of personal data processing**

The legal basis for personal data processing is the legitimate interests of the controller, fulfilling a contract made between the controller and the customer, and/or consent given by the data subject.

The Taito Competence Register is a service directed specifically at employers in the construction sector. Employers can use the service for maintaining the qualification data of their employees and for distributing this data to their partners, including the work site supervisor.

#### **4. Which personal data is collected and from what sources?**

The Taito Competence Register contains the following types of personal data:

- name of the data subject
- tax number
- date of birth
- type of qualification
- name marked on the qualification card
- qualification ID
- validity data
- granter of the qualification

- information on whether the validity of the qualifications has been verified directly from the source
- modification data

## **5. Regular disclosure and transfer of personal data**

Customers using STV's services can search for and save, in their own data systems, personal data on data subjects (qualified persons) when the data subject works or is expected to start working at the customer's building site or other work site. Data searches are principally completed so that the data subject presents his Valtti card to the customer, and the customer retrieves qualification data from STV's system through the interface using the Valtti card ID. The customer can, at the same time, search for other personal data in the Valtti card register and personal data reported by the employer in the Ilmoita service, to the extent that the customer has a legal right to process such additional data.

The customer can search for and process personal data contained in the Taito Competence Register only for the following purposes:

- The employer can process the personal data concerning their own employees for all legal purposes within the employer's own company.
- Customers who are not the employer of the data subject can process the personal data for the following purposes:
  - To implement worksite orientation required by the Occupational Safety Act (738/2002) and to take care of all other activities required from the main contractor or the main implementer, in order to ensure and promote work safety and fulfil other statutory obligations
  - verification of professional competences of a person being inducted at the construction site or other work site;
  - verification of professional competences required for a work task;
  - ensuring compliance against occupational safety regulations;
  - direction of the work at the construction site or work site;
  - to ensure compliance with the customer's own quality, operating or similar system
  - to ensure compliance with contracts of the contractors or independent workers operating at the customer's building site or other work site, and
  - other purposes subject to the data subject's explicit consent.

STV can convey data contained in the Taito Competence Register to the authorities based on the mandatory requirement of a competent authority, or when STV considers the inquiry of the authority to be justified in order to investigate suspected misuse of STV's services.

In the production of the Taito Competence Register, STV can use subcontractors located within the European Economic Area, and it can also transfer personal data to such subcontractors for producing the service.

## **6. Transfers outside the EU and EEA**

As a rule, personal data is not conveyed outside the EU or the European Economic Area.

## **7. Storage period of personal data**

The storage period for qualification data is as follows:

- qualification data is removed from the Taito Competence Register without undue delay when STV is notified of the cancellation of the data subject's previous consent
- valid qualification data is stored for as long as the data subject is saved in the employee register of the Ilmoita service
- the maximum storage period of data related to expired qualifications is two years from the end of the year during which the qualifications expired

## **8. Rights of data subjects**

As a data subject, you have the right to inspect the personal data concerning yourself and demand that any incorrect data be corrected or deleted. However, we can, within the limits of law, restrict your right to access data that contains the personal data of others, is a business secret of ours or our customer, or is related to the safety features of the service.

You have the right to request that your personal data be deleted in situations specified in the general data protection regulation, if:

- you cancel your previous consent and there is no other legal basis for processing the data concerned besides your consent
- you object to the processing of your personal data, and there is no legal basis for continuing the processing
- processing the data is illegal
- you are under 18 and your personal data was collected in connection with providing information society services.

In situations specified in the general data protection regulation, you have the right to object to the processing of your data or to request that the processing of your data is restricted. If you consider the processing of your personal data to be illegal, you can submit a complaint on the processing to a competent authority.

## **9. Data security**

The right to use the register is restricted to appointed persons only, who need the information concerned in their work tasks. Each user has his/her own user name and password. Personal data is stored in databases and data systems located within the European Economic Area that have the appropriate technical and organisational measures in place to protect the personal data against misuse and disclosure.

## **10. Contacts**

If you have questions regarding this privacy statement or you wish to exercise your rights, please contact STV's data protection officer by using the above email or postal address.

## **11. Changes**

STV can make changes to this privacy statement from time to time without a separate notice. Any changes made are listed in the "last update" section at the beginning of this privacy notice.