

## JOB APPLICANT REGISTER

### 1. Controller

Tampere Student Housing Foundation, TOAS (business ID: 0155634-2)  
lidesaukio 1, FI-33100 Tampere  
Tel. +358 800 95560

### 2. Person in charge of the register

TOAS financial director  
lidesaukio 1, FI-33100 Tampere  
Tel. +358 800 95560  
asuntotoimisto@toas.fi

### 3. Name of the register

Job applicant register

### 4. Purpose of the personal data processing

Recruiting needs, processing job applications and the needs created by the applications.

### 5. Data content of the register

name  
date of birth  
address  
telephone number  
email  
initial education and degrees including the date of graduation  
other education  
software and applications skills  
special skills  
language skills  
current assignment (employer, job title and job description)  
essential earlier assignments (employer, job title and job description)  
references



## 6. Regular data sources

Data provided by the applicant either electronically or as paper documents including their attachments.

## 7. Regular disclosure of data outside of the EU or the EEA

The data shall not be disclosed outside of the EU or the EEA. The data shall not be disclosed outside of TOAS.

## 8. Principles of register protection

Paper documents shall be stored in locked facilities which can only be accessed by appointed persons who have signed a non-disclosure agreement.

Data saved in the IT system shall be stored in a centralised manner in a locked and monitored IT server room which is protected by a firewall and other technical measures. The data can only be accessed by appointed persons who have signed a non-disclosure agreement, and an individual user ID and password are required when logging into the system.

