

## Description of file

1. Name of the register	Employment services register
2. Controller	City Board. The controller duties have been delegated to the Director of Economic Development. (City Board 20 April 2020, Section 247)
3. Person in charge of the register	City Executive Office / Head of Immigration and Employment Affairs
4. Contact person for the register	Service Manager in charge of employment affairs City Executive Office / Labour force and immigration
	Contact information: City of Helsinki Registry P.O.B. 10 (Pohjoisesplanadi 11–13) 00099 City of Helsinki
5. Purposes of the processing of personal data and the legal grounds for the processing tarkoitukset ja käsittelyn oikeusperuste	<p>Informing of the employment services and offering employment services to customers who meet the City's service criteria for employment management. Customer refers to both personal customers and employer customers. Definitions of service criteria can be, among other things, place of domicile, age, duration of unemployment, immigrant status, mother tongue as well as the economic operating conditions, industry and location of employer customers.</p> <p>The employment services are divided into youth services (under 30 yrs.) and services for adults. The service offerings for young people and adults may differ. Fixed-term, supplementary services may be realised in addition to the statutory and established services. The operating model is based on multi-professional networking, where the background organisations of those participating in the evaluation of the need for services vary according to the customer's situation and need for services.</p> <p>The purpose of the processing of personal data in the register is to provide information on the employment services, evaluate the need for services, as well as their realisation and follow-up, and evaluation of the efficiency of the services, both on the individual level and target group level. Statistics on the target group level.</p>

	<p><b>Legal grounds for the processing:</b></p> <p>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;</p> <p>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;</p> <p>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;</p> <p>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.</p> <p><b>Essential legislation:</b>  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)  Unemployment Security Act (1290/2002)  Act on Multisectoral Joint Services Promoting Employment (1369/2014)  Act on Rehabilitative Work (189/2001)</p>
<p>6. Data content of the register</p>	<p>Data subject's name, personal identity code and contact information.  Information on the duration of the unemployment and the unemployment benefit.  Information on the education, work history and professional skills.  Information on the ability to work and ability to function.  Health-related information.  Information on the use of services, client relationship and need for services.  Information on the contractual relationship carried out to promote the employment.  The employer's identification data and contact information and the contact person's name and contact information.</p> <p>The extent of the data collected is determined according to the extent needed to enable the service.</p> <p>Special categories of personal data is processed in the register.  The processing is permissible according to Article 9, paragraph 2 a in the EU General Data Protection Regulation, according to which the data</p>

	subject has given explicit consent to the processing of those personal data for one or more specified purposes.
7. Regular disclosures of personal data	<p>Information on the pay-subsidised contractual relationship is disclosed to the Uusimaa TE Office and the KEHA centre to the extent that they require.</p> <p>Personal data from fixed-term employment projects is disclosed to project financiers to the extent that they require.</p> <p>Disclosures inside the city: The case and document management system The account register</p> <p>Data contained in the register is not transferred outside the EU or the EEA.</p>
8. Data storage periods	The data is stored for five years following the termination of the client relationship. The storage time for data disclosed by an authority is five years following the end of the year in which the data was disclosed. Data pertaining to financial commitments is stored for ten years.
9. Sources of personal data	The data is obtained from the data subject, Kela and the Uusimaa TE office.