

DAS Job Applicant Register

1. Registrar

Domus Arctica –säätio sr (company ID number: 0210547-1)
Ylikorvantie 28 A
96300 Rovaniemi
phone 020 7699 180

2. Person in Charge of the Register

Managing Director, Kirsti Saviaro
Ylikorvantie 28A
96300 Rovaniemi
tel. 020 7699 180
kirsti.saviaro@das.fi

3. The Name of the Register

Job Applicant Register

4. The Use of Personal Data

Recruiting and processing job applications, and the related needs

5. Data Content of the Register

- name
- date of birth
- address
- email address
- comprehensive education and degrees with their dates of completion
- other completed education / training
- skills of using different software and programmes
- special skills

The Plan for Handling and Saving Personal Data in Domus Arctica –säätio

14.2.2018

Domus Arctica –säätio sr. Phone 020 7699 180 Company ID-number 0210547-1
Ylikorvantie 28 A
96300 Rovaniemi dasaspa@das.fi

6. Regulated Sources of Information

Information and joint attachments provided by the applicant either electronically or on paper

7. Giving Out and Transferring Information Outside the EU or the European Economic Zone

Information will not be handed out or transferred outside the EU or the European economic zone.

Information is not released outside DAS.

8. The Principles of Protecting the Register

Paper documents are locked away so that only authorized personnel with confidentiality agreements have access to them.

Electronically stored documents are secured in a locked and supervised system, which is protected with firewalls and other methods. Only authorized personnel having signed a confidentiality agreement have an access to the system with a personalized username and password.