

Privacy Statement – International HR register of the Finnish Red Cross

<p>1 Data Controller</p>	<p>Finnish Red Cross (FRC) Tehtaankatu 1 A 00140 Helsinki Finland Tel: +358 20 701 2000</p>
<p>2 Contact Information</p>	<p>Finnish Red Cross / Data Protection Tehtaankatu 1 A 00140 Helsinki Finland Tel: +358 20 701 2000 E-mail: tietosuoja@redcross.fi</p>
<p>3 Name of the Register</p>	<p>International HR register of the Finnish Red Cross</p>
<p>4 Purpose of the Data Collection</p>	<p>Purpose of the data collection and processing is to manage the personnel data of the Finnish Red Cross international personnel reserves and other International HR functions, such as international youth activities.</p> <p>Personal data is used for the following purposes:</p> <ul style="list-style-type: none"> • To manage applications and select participants to Induction courses (Basic Training for Future Youth Delegates and IMPACT) after which the persons will be part of FRC international personnel reserves • To manage employment relationships with FRC • To alert reserve members of disaster relief operations and open positions • To manage training courses and other learning and development opportunities • To provide updates on different training courses and other learning events • To provide newsletters and other information about FRC international and domestic activities • To contact reserve members individually • To organize Finnish Red Cross participation in international youth camps and other youth events



<p>5 Content of the Register</p>	<p>The following information can be handled in the register:</p> <ul style="list-style-type: none">• Identification information e.g., but not limited to<ul style="list-style-type: none">○ Full name○ Contact information:<ul style="list-style-type: none">▪ Address▪ Phone number▪ E-mail address• Information related to professional expertise e.g, but not limited to<ul style="list-style-type: none">○ Education○ Work experience○ Volunteer experience○ Language skills○ IT skills○ Courses completed• Information related to international Red Cross trainings and other learning events e.g., but not limited to<ul style="list-style-type: none">○ Basic information on trainings and other learning events, including participants and facilitators○ Participant assessments completed in trainings organized by other Red Cross Red Crescent Movement partners○ Basic information on international youth events, including participants and facilitators• Information related to international assignments e.g., but not limited to<ul style="list-style-type: none">○ Employment contracts○ Banking details○ Passport details○ Availability information○ Next of kin contact information <p>Finnish Red Cross retains only the data that is necessary for the mandate of the Organization, for the employment, deployment and personnel reserve management and for international youth activities. If processing certain data is no longer justified, it will be anonymized or disposed securely.</p>
<p>6 Information Sources</p>	<p>Personal data in the register is filled in by an applicant, a personnel reserve member or a Finnish Red Cross staff member. Finnish Red Cross international aid employment and learning and development related information as well as information on international youth activities is filled by FRC International HR personnel and FRC international aid technical advisers when relevant.</p>



<p>7 Data Sharing</p>	<p>Relevant personal data may be shared within the Red Cross Red Crescent Movement in case of a secondment.</p> <p>A person's job title and name may be shared on the organization's website prior, during or after deployment.</p> <p>Relevant personal data may be shared with insurance and health care service providers, the Social Insurance Institution of Finland, Finnish Tax Administration, visa service agents, embassies, travel agency, hospitality service providers, teleoperator and with landlord and school administrators in duty station, if needed.</p> <p>Relevant personal data may be transferred from database to FRC Project Information management system, to travel claim system, Travel management system and to salary payment system.</p> <p>Relevant personal data (name, position, country of living, email address) may also be shared with trainers and facilitators. When participating in Finnish Red Cross international trainings, personal data may also be shared with other training participants for practicalities and peer learning.</p> <p>Relevant personal data, such as contact details, may also be shared within the Finnish Red Cross headquarters only on a needs basis, for example for communications purposes. Relevant personal data may also be shared with the Finnish Red Cross districts and branches, if the person in question allows that.</p> <p>Information will be shared with the authorities in cases required by law, such as detection and prevention of irregularities.</p>
<p>8 Data Transferring Outside EU or EEA</p>	<p>Personal data may be transferred from the territory of the Member States of the European Union or from the European Economic Area in cases where the person whose data will be transferred has applied for a job or other activity outside the territory of the Member States of the European Union or from the European Economic Area. The bases for transferring personal data are consent and employment contract.</p>
<p>9 Register Protection</p>	<p>The use of the data is limited to Finnish Red Cross employees who have the right to process personal data in their job.</p> <p>Each user has their own username and password in the international HR system REST and in the event manager Lyyti. REST database is protected by multifactor authentication. Entering in to work spaces is monitored by access passes.</p> <p>Data is collected in databases protected by firewalls, passwords and other technical means. Databases and backups are in locked spaces and only certain pre-designated persons can access the data.</p>

<p>10 Rights of the Registered</p>	<p>The data subject has the right</p> <ul style="list-style-type: none">• to obtain a copy of personal data being processed• to obtain rectification of inaccurate personal data• to object to data processing, for example for marketing purposes• to complain about processing activities to the authorities <p>Applicants' details are deleted after five years unless the applicant in question expresses their wish to continue storing their profile in the system. Contractual data and training records are stored permanently.</p> <p>Contacts regarding rights to check, correct, remove and prohibit should primarily be done in writing to the e-mail address mentioned in section 2. If e-mail is not possible, contact can also be made by mail, via customer service or in person to Finnish Red Cross office. Answers are primarily delivered to e-mail address given in the register. In exceptional cases, the response can be sent to postal address specified separately by the person.</p>
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