

**DESCRIPTION OF THE FILE**  
**Personal Data Act (523/1999) section 10**

**Date of drafting: 26.09.2017**

1. Controller	Name  University of Helsinki; University of Eastern Finland; University of Jyväskylä; University of Lapland; University of Oulu; University of Tampere; University of Turku; University of Vaasa; Åbo Akademi University; Lappeenranta University of Technology; Hanken School of Economics; University of the Arts Helsinki; Aalto University Foundation operating as Aalto University; TTY Foundation operating as Tampere University of Technology (each university is a registrar in terms of the personal data in its own subregister)
	Contact information  University of Jyväskylä, Seminaarinkatu 15 PO Box 35, FI-40014 University of Jyväskylä Tel +358 (0)14 260 1211
2. The person in charge and/or contact person	Jari Penttilä
	University of Jyväskylä, Career Services, PO Box 35, FI-40014 University of Jyväskylä, jari.t.penttila@jyu.fi, Tel +358 40 024 7676
3. Name of the register  (should describe the content)	The register of the career monitoring surveys at the universities of Finland for graduates with a master's degree or discontinued bachelor's degree and for graduates with a doctor's degree.
4. The purpose for processing the personal data / the purpose for the use of a register  (If the processing of personal data is outsourced [external service providers are used for the processing], a mention about it can be included to this point)	The purpose of the career monitoring surveys is to monitor the early career stages of university graduates and the labour market situation (in terms of graduates with a master's degree or discontinued bachelor's degree, for example nursery school teacher or pharmacist, five years from graduation and in terms of graduates with a doctor's degree, two years from graduation) and to utilise the data received from the monitoring in research, shedding light on the career beginning of the academically trained, in the development of higher education and in student counselling, as well as to offer information to those planning studies, students and graduates for planning their own studies and career. In the career monitoring survey, this data is produced and used without the individualising data of the respondents university-specifically, in co-operation between the universities, with partners as well as in a general manner in research use via the Finnish Social Science Data Archive. The register is maintained by the Statistical Research Service TUPA of the University of Tampere on commission by the sub registrars, and CSC – IT Center for Science is commissioned to collect the data.

<p>5. Content of the register</p> <p>(For instance: name, address and telephone number of the data subject)</p>	<p>The individualising and background data of the target group (respondents) of the career monitoring survey is recorded in the register: university, year of graduation, student number, sex, age, nationality, first language, field of education, subject, degree level, year of selection, municipality of residence, time of graduation, place of studies, duration of enrolment, duration of presence, grade and scale of the thesis, name, postal address, postcode, country, phone number, possible date of death, move from Finland, move date, home municipality. In terms of the respondents of the career monitoring survey the above data is complemented by the data they provide regarding their placement in working life, factors relating to the quality of employment and the satisfaction of the graduates with their studies from a perspective of working life. The individualising data of the respondent (student number, name and contact information) and the data regarding a possible date of death are used only when sending the survey and to merge the abovementioned background data.</p>
<p>6. Regular sources of information *</p> <p>(Which data is received, by whom and on what ground. For instance: consent or provision of a law)</p>	<p>The background and individualising data of the respondents is collected in a centralised manner from the national VIRTta Higher Education Achievement Register and, in terms of the complementary data, from the student data systems of the universities. The address information is acquired from the Population Information System and the phone numbers are acquired from a separate service provider. The responses are received directly from the responses provided by the respondents. The respondents can choose from a paper survey form or an electronic survey form. Data provided on paper forms is transferred to the electronic system by TUPA and CSC.</p>
<p>7. Regular destinations of disclosed data and</p>	<p>The collected data, excluding all personal details, is delivered to the Finnish Social Science Data Archive for filing purposes.</p>
<p>8. whether the data is transferred to countries outside the the European Union or the European Economic Area</p>	<p>The data is not transferred outside the EU or the European Economic Area.</p>
<p>9. The principles how the data file/register is secured.</p>	<p>A. Manual register (place of storage and the methods of protection)</p> <p>The surveys submitted in paper format are mailed to the universities for checking and archiving. The universities will archive the forms according to their filing plan, at the end of which the forms will be destroyed.</p>

**B. Data register/ADP register (principles for the right to use a register, monitoring of the use and actual protection of hardware)**

The data will be kept on secure network servers and on computers of TUPA and CSC for the duration of the data processing in locked facilities. People in charge of the material processing have a personal identifier and password that enable logging in the server. The identifiers are valid for the duration of the employment. The individualising data of the respondent will be kept in the register only until the data merge and will be destroyed after processing the data. The data will be stored anonymously in the Finnish Social Science Data Archive and the data can not be connected to a certain respondent.

The data will be used solely for scientific research and statistical purposes, so there is no right of access in accordance with Section 27(1)(3) of the Personal Data Act.