

## **DAS Job Applicant Register**

### **1. Registrar**

Domus Arctica –säätio sr (company ID number: 0210547-1)  
Yliopistonkatu 21  
96300 Rovaniemi  
phone 020 7699 180

### **2. Person in Charge of the Register**

Managing Director, Tuija Rompasaari-Salmi  
Yliopistonkatu 21  
96300 Rovaniemi  
tel. 020 7699 180  
[tuija.rompasaari-salmi@das.fi](mailto:tuija.rompasaari-salmi@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

### **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.

