Finnish Red Cross

Privacy Statement - International HR register of the Finnish Red Cross

1 Data Controller	Finnish Red Cross (FRC) Tehtaankatu 1 A 00140 Helsinki Finland Tel: +358 20 701 2000 Finnish Red Cross (FRC) acts as the data controller and is responsible for ensuring that personal data is processed in accordance with applicable data protection legislation.
2 Contact Information	Finnish Red Cross / Data Protection Tehtaankatu 1 A 00140 Helsinki Finland Tel: +358 20 701 2000 E-mail: tietosuoja@redcross.fi
3 Name of the Register	International HR register of the Finnish Red Cross
4 Purpose of data collection and processing	Purpose of the data collection and processing is to manage the personnel data of the Finnish Red Cross international personnel reserve and other international HR functions, such as international deployments. The legal bases for processing are to perform employment-related agreements or preparatory steps before entering into such agreements, to comply with legal obligations, to support the Finnish Red Cross's legitimate needs related to personnel administration, international operations and safety, and based on the individuals' consent. Personal data is processed for the following purposes: • application handling, recruitment and selection to international assignments, trainings and personnel reserve • management of employment relationships and secondments within the Red Cross and Red Cresent Movement • information for the payroll, regarding salaries, fees, allowances and management of other employment-related financial obligations • planning, organizing and monitoring trainings, inductions and competence development • practical arrangements related to international assignments and participation, such as travel, accommodation, insurance, visas and security arrangements • communication related to assignments, trainings and other international activities, such as alerting the reserve, sharing newsletters and contact reserve members individually • alerting reserve members of disaster relief operations and open positions • compliance with legal obligations and requests from authorities Personal data may be processed by service providers acting on behalf of the Finnish

	Red Cross, such as providers of payroll and travel invoice system. Work-related health information is processed when the processing is necessary to comply with the obligations and specific rights of the FRC or the employee in the field of labor law, as permitted by law or by the applicable collective agreement, or when the processing is necessary for preventive or occupational health purposes or to assess the employee's ability to work on the basis of and in accordance with the law and an agreement with a healthcare professional. Providing the requested information is a prerequisite for entering an employment contract and establishing an employment relationship, and failure to provide the information may create an obstacle to entering the contract, since without the appropriate information the FRC cannot fulfil its obligations as an employer or the rights of its employees.
5 Content of the Register	The following information can be handled in the register: • Identification information e.g., but not limited to ○ Full name ○ Gender ○ Date of birth and personal identity code ○ Contact information: ▪ Address ▪ Phone number ▪ E-mail address • Information related to professional expertise e.g, but not limited to ○ 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 ○ Training and learning event details, such as the event title, organizer, location, dates and subject matter ○ Participation and attendance records, including information on participants, trainers and facilitators ○ Assessment, completion and certification records • Information related to international assignments e.g., but not limited to ○ Employment contracts ○ Banking details ○ Passport details ○ Availability information ○ Next of kin contact information Finnish Red Cross processes only such personal data that is necessary for the purposes described in this register.

	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 activities. Personal data is retained only for as long as necessary for the purposes described above and in accordance with applicable legal requirements. Retention periods may vary depending on the nature of the data and the applicable legal obligations. If processing certain data is no longer justified, it will be anonymized or disposed secure.
6 Information Sources	Personal data is primarily obtained from the individuals' themselves. In addition, personal data is generated in connection with recruitment, employment, training, secondments and other international activities. Personal data in the register is filled in and updated by the individuals' themselves 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 activities is filled in by FRC HR personnel and FRC international aid technical advisers when relevant.
7 Data disclosing	Personal data is disclosed only to the extent necessary for the purposes described above. Personal data may be disclosed within the Red Cross and Red Crescent Movement in the context of secondments and international cooperation. Personal data may be disclosed to the Social Insurance Institution of Finland, Finnish Tax Administration, insurance providers, health care providers, travel service providers and other service providers supporting international assignments. 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, based on the individuals' consent. Personal data, such as contact details, may be disclosed to the districts and branches of the Finnish Red Cross, subject to the data subject's consent, where such disclosure is necessary for cooperation, communication or participation-related purposes. A person's job title and name may be shared on the organization's website prior, during or after deployment. The personal data in the register may be disclosed to the authorities in cases required by law.
8 Data Transferring Outside EU or EEA	Personal data may be disclosed outside the EU or EEA in connection with international assignments or other activities taking place outside the EU or EEA. These disclosures are limited to what is necessary and are carried out in accordance with data protection legislation and based on appropriate legal grounds, such as an employment contract, consent or applicable safeguards required under data

	protection law.
9 Register Protection	Access to personal data is restricted to employees who are authorised to process personal data as part of their work duties. Personal data is protected by appropriate technical and organisational measures, such as user IDs, strong authentication, internal policies and personnel training, to prevent unauthorised access, disclosure, loss or misuse.
10 Rights of the Registered	The individual has the right to: • obtain information on the processing of their personal data • access their personal data • request rectification of inaccurate or incomplete personal data • request erasure of personal data under certain conditions • restrict or object to the processing of personal data • withdraw consent at any time where processing is based on consent • lodge a complaint with a supervisory authority Personal data is retained only for as long as necessary for the purposes described above and in accordance with applicable legislation. Requests for the exercise of data subject's rights should preferably be made in writing to tietosuoja@redcross.fi.