

# **JYSE/JIT Description of Processing Operations 2025**

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## **INSTRUCTIONS FOR USE**

This annex describes which personal data of the client (controller), that is, which of the client's personal data, the supplier (processor) or its subcontractor will process when providing the service under the contract.

The Description of Processing Operations form is intended to be used together with the Terms and Conditions for the Processing of Personal Data (JYSE/JIT – Personal Data 2025).

The required parts of the form should be filled in and amended in accordance with the service that is the object of procurement and the processing operations procured. It is recommended that a template suitable for the organisation's activities be created on the basis of this form before taking the form into use in the organisation.

Date of contract: [Click or tap here to type text](#)

Number of contract: [Click or tap here to type text](#)

Number of annex: [Click or tap here to type text](#)

**JYSE/JIT Description of Processing Operations 2025**

**CONTENTS**

1 Roles in personal data processing .....3

2 Purpose of document .....3

3 Subject-matter and nature of personal data processing .....3

4 Duration of personal data processing .....4

5 Categories of data subjects.....4

6 Types of personal data .....5

7 Transfer of personal data outside of EEA.....6

8 Subcontractors processing personal data .....6

# 1 Roles in personal data processing

## **Controller(s):**

[name, business ID, name of contact person, contact details]  
[name, business ID, name of contact person, contact details]

[Click or tap here to type text](#)

[Click or tap here to type text](#)

## **Processor(s):**

[name, business ID, name of contact person, contact details]  
[name, business ID, name of contact person, contact details]

[Click or tap here to type text](#)

[Click or tap here to type text](#)

# 2 Purpose of document

The client has entered into a contract with the supplier concerning a service where the supplier will act as a processor of the client's personal data.

This document describes which personal data of the client (controller), that is, which of the client's personal data, the supplier (processor) or its subcontractor will process when providing the service under the contract, and how it will process it.

# 3 Subject-matter and nature of personal data processing

The processor will process the client's personal data when providing the client with the following service:

[Click or tap here to type text](#)

The processor will process the client's personal data as follows:

[Click or tap here to type text](#)

[Instructions: Describe here why and how the processor and subprocessors (subcontractors) will process the client's personal data in question. For example, the client will order a computer installation service from the processor, which is why the processor will need to process data of the client's users to complete the user-specific installation of computers. Or, for example, the supplier will provide a platform where personal data of customers will be stored. To finish, delete these instructions.]

## 4 Duration of personal data processing

The following has been agreed on the duration of personal data processing

[Instructions: select the required option(s), amend if necessary]:

- ☐ Personal data will be processed for as long as the services will be provided under the contract between the client and the supplier.
- ☐ Personal data will be processed over the following period:  
[Click or tap here to type text](#)
- ☐ The processing periods of different personal data will differ from each other as follows (please specify):  
[Click or tap here to type text](#)

## 5 Categories of data subjects

The processing of the client's personal data will include the following types of personal data

[Instructions: select the required option(s), amend the lists if necessary depending on the data to be processed]:

- ☐ Public officials, local government officials, and employees
- ☐ Client's customers, such as customers of services provided by public authorities
- ☐ Contract suppliers
- ☐ Cooperation partners and stakeholder representatives
- ☐ Other, please specify: [Click or tap here to type text](#)

## 6 Types of personal data

The processing of the client's personal data will include the following types of personal data

[Instructions: select the required option(s), amend the lists if necessary depending on the data processed]:

- ☐ **Data of customers of services provided by public authorities** such as name, personal identity code, address, telephone and mobile phone numbers, email address, call recordings, customer interaction history and details.
- ☐ **Data of enterprise customer and supplier** such as the contact person's name, title, address, telephone and mobile phone numbers, email address, purchase and/or service use history and details.
- ☐ **Data of cooperation partner and stakeholder** such as the contact person's name, title, address, telephone and mobile phone numbers, email address.
- ☐ **Data of public officials, local government officials, and employees as well as other personnel data** such as name, addresses, contact details, age, date of birth, national identification number (personal identity code), information relating to the data subject's contractual employment relationship or public-service employment relationship, including job title / duties, information on employment history, recruitment and termination of contractual/public-service employment relationship, employee appraisals, education and training and security information.
- ☐ **IT management data** such as service-related system and application log data, identifiers for printing and other hardware, such as usage data, usernames, location, contact details, communication data and metadata.
- ☐ **Security data** such as security log data, hardware and system monitoring data, camera footage and personal data breach data.
- ☐ **Hardware maintenance data** such as hardware maintenance tickets and status data.
- ☐ Other, please specify: [Click or tap here to type text](#)

The processing will include the following special categories of personal data:

- ☐ race or ethnic origin
- ☐ political opinions
- ☐ religious or philosophical beliefs
- ☐ trade union membership
- ☐ processing of genetic or biometric data for the purpose of uniquely identifying a natural person

- ☐ data concerning health
- ☐ data concerning a natural person's sex life or sexual orientation
- ☐ criminal convictions and offences or related security measures.

## 7 Transfer of personal data outside of EEA

- ☐ The client's personal data will not be transferred outside of the EEA.
- ☐ The client's personal data will be transferred outside of the EEA to:  
[Click or tap here to type text](#)
- ☐ The client's personal data will be transferred outside of the EEA on the following grounds for transfer:  
[Click or tap here to type text](#)

[Instructions: Enter the grounds for transfer if personal data will be transferred outside of the EEA. For more details on the grounds for transfer, visit the website of the Office of the Data Protection Ombudsman: <https://tietosuoja.fi/en/transfers-of-personal-data-out-of-the-eea>. Also read Articles 44–50 of Chapter V of the GDPR. If necessary, specify which personal data will be transferred. To finish, delete these instructions.]

## 8 Subcontractors processing personal data

- ☐ The subcontractors that will be processing personal data have been described in a separate annex, Annex no:  
[Click or tap here to type text](#)
- ☐ The subcontractors that will be processing personal data are described below. Also described below is which data the subcontractors will process and how.  
[Click or tap here to type text](#)