

Privacy statement for employees

The purpose of this statement is to provide information about how NHH processes its employees' personal data.

1. Data controller for personal data relating to employees.

The day-to-day data controller responsibility for personal data concerning NHH employees has been delegated to the HR director.

2. What are personal data?

'Link to description of personal data on the sikresiden website'

<https://www.sikresiden.no/forebyggende/hvaerpersonopplysninger>

3. General information about our processing of employees' personal data

As an NHH employee, you will be registered in our central systems such as the pay and personnel system, archive system, access control system and various IT systems based on the tools required for your position. NHH's systems are either operated by NHH or by service providers under contract with NHH. NHH has entered into data processing agreements with its external providers to ensure that your personal data are processed in a correct and secure manner.

The purpose of the processing of personal data about you as an employee is to safeguard your rights as an employee, fulfil NHH's obligations as an employer and enable you as an employee to perform the work assigned to you at NHH.

The legal basis for our processing of your personal data as an employee is the General Data Protection Regulation Article 6(1) letters (b) and (e). This means that the processing is necessary for the performance of your employment contract and in order to comply with our legal obligations under other legislation, such as the Government Employee Act, the Working Environment Act, the Archives Act, the Act relating to Universities and University Colleges, the Accounting Act and the Tax Assessment Act.

4. The central systems where employees' personal data are processed

NHH uses Unit4 Business World as its main system for administering payroll and personnel data. The system is operated locally by NHH. The system's primary uses are

- Personnel administration
- Payroll administration
- Travel and outlay management
- Absence and reimbursement management (NAV)
- Internal and external reporting

The system has a web interface where you can find most of the personal data that NHH holds about you presented in an easily accessible manner. Primarily, we process personal data such as:

- Names
- Contact information (address, phone number, private email address)
- Personal ID number
- Account information
- Information about next of kin
- Information about sickness absence and leaves of absence
- Tax information
- Information about travel expense and reimbursement claims

- Job and payroll information

Your personal data are obtained from you as an employee and from other relevant parties where it is natural to obtain information for the administration of you as an NHH employee.

As an employee, you have access to much of the information registered about you via the web interface, which also allows you to correct selected pieces of information if they are incorrect.

NHH discloses personal data to bodies that are legally authorised to collect information about you and to which NHH is obliged to disclose personal data.

Examples include the monthly A-melding statement, the Norwegian Labour and Welfare Administration (NAV) and the Database for Higher Education (DBH).

4.1 Case processing and archive system

NHH uses Public 360 (P360) as its case processing and archive system. Personnel files for all employees are stored in this system. Your personnel file contains documentation relating to your employment relationship with NHH, such as

- Documents from application processes, e.g. for leaves of absence
- Employment documents
- CV and job application
- Certificates and diplomas
- Warnings
- Assessments
- Disciplinary matters

Your personal data in P360 will be anonymised as soon as it is no longer necessary to store them. However, this only applies to documents that have no permanent effect on your employment or pay. For other documents, NHH is subject to an archiving duty pursuant to the Archives Act, which means that information registered in P360 can in principle not be erased without the consent of the Directorate for Cultural Heritage, cf. the Archives Act Section 9. This applies even after an employment relationship has been terminated.

4.2 The access control system Stanley

The purpose of NHH's access control system is to ensure authorised access to the school's buildings. The Office of Property Management at NHH is responsible for administering this solution. The access control system consists of card readers.

The information stored in the access control management system includes

- Name and employee number
- Picture
- Card number
- Organisational affiliation
- Entry data for use of card readers in the building

The information in the system is stored for as long as you need to access the school's buildings in the course of your work. Entry logs are automatically deleted after 90 days.

4.3 Other systems to do with your employment relationship

It may be necessary to use your personal data to grant you access to IT services that you need in order to carry out your duties as an NHH employee.

As an employee, you will be aware of which computer systems you use in your day-to-day work. Some of these IT services store personal data about you and use it to ensure that you are entitled to access these systems. Some of the services can also log your activities for security purposes.

5. Your rights as a data subject

'Link to description of rights and access on the sikresiden website'

<https://www.sikresiden.no/forebyggende/mittpersonvern>

6. About disclosure and access to employees' personal data under the Freedom of Information Act in particular

Please note that, as a public institution, NHH is subject to the Freedom of Information Act. This means that personal data that are considered public information may be disclosed if access to such information is requested.

7. Security in relation to your personal data

NHH has introduced an information security management system, and procedures are required to be in place for each system to ensure an acceptable level of security. The elements of security work shall address the accessibility, integrity and confidentiality requirements in a satisfactory manner in relation to the personal data processed.

8. Data protection officer

NHH has a data protection officer who is tasked with safeguarding the data protection interests of our data subjects. You can contact the data protection officer at Personvernombud@nhh.no