TYÖNAVIGAATTORI

Instructions for customers using web-based services at TyöNavigaattori

You can use different web-based services over the internet when you are using customer computers at TyöNavigaattori. Such services can be for example

- Työmarkkinatori.fi website (JobMarket Finland),
- email services,
- different job search websites, and
- other websites supporting job search or applying for a school. Such websites can be for example canva.com (e.g. making a CV) or different school websites to apply for studies.

You can ask for guidance and support to use these tools from the personnel working at TyöNavigaattori. Please note that **TyöNavigaattori does not keep any records and is not service provider related to these websites. You are using the websites and services as a private person as per your own consideration.**

It is possible to use different services through strong identification (e.g. online bank identification, Mobile Certificate or ID card with chip) or using personal user account and password created by the user. It is important that you familiarise yourself with the privacy policy and the Terms of each service before you start using the service. Some of the websites and services can operate outside EU and EEA area and transfer your personal information outside EU and EEA area. It is important to understand how these services are using your personal information.

When you start using a new web service, read carefully through all the information that is given to you when registering. It may be possible to login to some services using another services login details. In such cases it is important to read and understand what information and data is transferred between the services. After you have registered and logged in, check the privacy settings, cookie settings and communication settings. Some services may, for example, allow on default that your information is used to develop artificial intelligence (AI) or they may allow to transfer your information and data to another company. Check the settings and decide how you want that the service uses your data. This way you can protect your privacy.

Remember to log out when you have finished using the service, so that your user account cannot be used by other people. It is important to log out separately from each service that you have used. It is not enough to just close the browser, because in such case the connection maybe still working, and you may still be logged in to a service if the browser is opened again.

When you finish using the internet on public computer (e.g. customer computers), always close all browser tabs and the browser. Also remember to delete the browser history. If you are not sure how to do that, ask help from the personnel working at TyöNavigaattori.