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Privacy Notice for Job Applicant Register

1 Controller

StatFinn, EPID Research
Metsänneidonkuja 12, 02130 Espoo
office@statfinn.com
(hereafter "we" or "COMPANY")

2 Contact person for register matters

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3 Name of register

JOB APPLICANT REGISTER

4 What is the basis for and purpose of the processing of personal data?

The purpose of the processing of personal data is e.g. to support actions related to the recruitment process and management of the recruitment process and enable contacts regarding applications and selection processes from persons (data subjects) who have applied for the positions.

None of the personal data we process under this register is subject to automatic decision-making or profiling that would have legal effects or impacts for the job applicant.

5 What data do we process?

We process the following personal data of the job applicants in connection with the job applicant register:

- ✓ **basic information of the data subject** such as name, date of birth, personal identity number and/or other identifier mother tongue;
- ✓ **contact information of the data subject** such as personal email address, phone number, home address;
- ✓ **information regarding the position applied for** such as information of the position in question including information of the nature and type of the employment relationship and information of the contact persons designated for the application process, salary proposal, information related to when the applicant could start working;
- ✓ **other information that the data subject has provided of himself, his background etc. in connection with the application process**, such as a photograph, study and other educational information, profession, work history (such as employers, start dates and durations of previous jobs, nature of the previous jobs), language skills, other special skills, description of personal features, different certificates and ratings, links to profiles and portfolios found on internet, referrals;
- ✓ **information regarding the recruitment process of the data subject** such as information of upcoming further interviews or of the interruption of the recruitment process;
- ✓ **other possible information that the data subject himself has provided voluntarily** in connection with the recruitment process or otherwise explicitly published in for professional purposes (e.g. on LinkedIn).

6 From where do we receive information?

We receive data primarily from the the data subject him-/herself. We use other sources of data within the limits of the applicable laws and regulations. We also use recruiting consultants as necessary.

By submitting a job application, the job applicant consents to the collection of data from his/her professional profiles to the extent such collection is necessary taking into consideration the nature of the vacancy.

7 To whom do we disclose data and do we transfer data outside of EU or EEA?

We disclose personal data in accordance with the applicable laws to a party, who based on law, has a right to receive information from the register. We may also disclose information for other purposes in accordance with the Finnish legislation, including disclosing information to other group companies.

We engage subcontractors processing data on behalf of and for us. We use subcontractors in the processing of job applicants' personal data for the following services:

- HR and Recruitment Services
- Legal Services
- IT Systems

We have ensured your privacy with our subcontractors by entering into the necessary data processing agreements.

We do not disclose the personal data in the register to third parties beside the ones specified above without the explicit separate consent of the data subject.

We will not transfer personal data outside of EU/EEA.

8 How do we protect the data and how long do we store it?

Only those of our employees, who due to their working duties are entitled to process job applicant data, have the right to use systems containing personal data. Each user has a personal username and password to the systems. The information is collected into databases that are protected by firewalls, passwords, encryption and other technical measures. The databases and backup copies of them are stored in locked premises and can be accessed only by certain pre-designated persons.

We store the personal data for as long as is necessary for the purpose of the processing. By default the data can be used for filling vacancies during one year. The data is destroyed in one (1) year from its collection. In case the job applicant becomes an employee of the company, his/her personal data given for the application are stored as part of the employee register according to its privacy policy.

We assess the necessity of storing the data on a regular basis taking into account the applicable laws and regulations.

9 What are your rights as a data subject?

As a data subject you have a **right to inspect** the personal data concerning yourself, which is stored in the register, and a **right to require rectification or erasure** of the data, provided that the request has a legal basis.

As a data subject, you have a right, according to EU's General Data Protection Regulation (applied from 25.5.2018) to **object to processing** or **request restricting** the processing and **lodge a complaint** with a supervisory authority responsible for processing personal data.

10 Who can you be in contact with?

All contacts and requests concerning this privacy notice must be submitted in writing or in person to the person mentioned in section two (2).