

## **STAFFPOINT GROUP EMPLOYEE PRIVACY NOTICE**

### **Summary**

This summary explains how StaffPoint processes the personal data of its jobseekers. Detailed information on processing measures can be found in the file description of the job applicant data file.

### **On what grounds do we process your personal data?**

StaffPoint processes your personal data based on the employment relationship. You are either in an active employment relationship with us or have worked through us earlier.

### **What information do we collect on you?**

We only collect information that is necessary from the perspective of creating, maintaining and ending an employment relationship, such as name, date of birth, personal identity code, contact details, data related to current or previous professional expertise, data relating to working hours monitoring, payroll computation and salary payment, and data relating to performance of work.

We do not process your information for any other purpose.

### **Where do we obtain your information?**

In general, the personal data that we have entered has been received from you at the start of or during the employment relationship. When working for customers, data can be collected on your work performance, such as feedback given by the customer, which is necessary for us to enter in our register.

We process your information only as long as is needed and as required by law and then remove the data from our register.

### **Who do we disclose your information to?**

We disclose your information only if necessary and as needed to customers for whom you work. We request your separate consent to disclose your contact details (telephone number and email) to our customers. We can also disclose your data to the authorities if this is required by law. We have made statutory agreements with all parties to whom your data can be disclosed for a valid reason and your data is always kept confidential.

### **How do we protect your data?**

We process personal data with methods and systems where the processing of your personal data is protected in the best possible way. We have restricted access to your data with authorisation and appropriate technical protections. Our staff who take part in processing your data comply with obligation to secrecy and protect your privacy by all means.

## StaffPoint Group Employee Privacy Notice

### 1. Controller

StaffPoint Oy, Business ID: 2492090-1 and all its affiliates  
Ruoholahdenkatu 14, FI-00180 Helsinki

### 2. Data protection officer

[tietosuoja@staffpoint.fi](mailto:tietosuoja@staffpoint.fi)

### 3. Legal grounds for and purpose of processing personal data

The processing of personal data is based on the employment relationship and related to this the implementation of the parties' responsibilities and rights and taking care of employment matters and the related employer responsibilities. Some of the personal data processing is based on the employee consent (disclosing contact details to the customer).

### 4. Groups of data subjects

StaffPoint employees

### 5. Content of the personal data file - personal data groups

- Individual's identification data: Name, date of birth, personal identity code, telephone number, email address, street address, postcode and post office, sex
- The individual's professional skills and qualifications and educational data
- The data related to the person's employment relationship: start date and estimated end date of employment relationship, form of employment, job title, contact data of next of kin and other data related to employment relationship.
- Data related to payroll computation and salary payment: Monetary salary, fringe benefits, salary band and other data related to payroll computation
- Data related to working hours monitoring, data on annual holidays and data on travel expenses and expense invoicing and other data related to working hours monitoring
- Any data related to person and applicability evaluations.
- Any CV and work experience data
- Any feedback from StaffPoint's customers.
- If required or permitted by legislation, separately specified other data concerning the employment relationship.

## **6. The recipients or categories of recipients of the personal data**

- StaffPoint discloses personal data as needed to other companies belonging to the StaffPoint Group, for example in matters related to salary payment and offering work.
- The personal data entered in the data file is disclosed in the manner required and permitted by valid legislation to the authorities that have a statutory right to receive data from the data file. These can be: the tax authorities, pension insurance companies, insurance companies, etc.
- Personal data is also disclosed if necessary and only as needed to customer companies for which the employee performs work.
- Personal data is processed on StaffPoint's behalf by subcontractors. The subcontractors supply systems and services to StaffPoint. StaffPoint has made appropriate agreements on processing personal data with the subcontractors, in which they undertake to comply with the agreement terms, with a secrecy obligation and high level of data security.

## **7. Transfer of data to countries outside the European Union or the European Economic Area**

Personal data is mainly processed only in the European Union or the European Economic Area. In some cases personal data can be processed in countries outside the European Union or the European Economic Area. This kind of processing happens in cases where customer or customer's group company is located outside EU.

In these cases StaffPoint ensures that personal data is processed in accordance with the requirements of the Data Protection Regulation.

## **8. Storage period of personal data**

StaffPoint stores data relevant for creating, maintaining and ending an employment relationship in its register for ten (10) years after the end date of the employment register and other data relevant from the perspective of the employment relationship until there are no longer any grounds for storing that data, however, for no longer than ten (10) years. When the storage period has ended, StaffPoint will appropriately destroy all data associated with the data subject irrespective of the storage format.

## **9. Rights of the data subject and exercising them**

All requests concerning personal data or processing it must be sent to StaffPoint Privacy team (email [tietosuoja@staffpoint.fi](mailto:tietosuoja@staffpoint.fi)).

Before accessing personal data or giving any personal information data subject is asked to proof their identity by using strong electronic identification or by showing official ID-card or passport in StaffPoints office.

### **Rights of the data subject:**

#### **a. Right of access to data - right of inspection**

Data subjects have the right to inspect the data in the personal data file relating to them. In order to inspect his or her data, the data subject must submit a written request signed by him or her, or another authenticated request, to the controller or express the request personally at the controller's premises. The controller will supply the data requested by the data subject without undue delay:

- i. electronically if the data subject has so requested and if it does not compromise data security; or
- ii. provide an opportunity for the data subject to study the stored data at one of the controller's locations.

#### **b. Right to rectify, erasure and restriction of processing**

The data subject has the right to request that incorrect and inaccurate data be rectified or erased or its processing be restricted.

#### **c. Right to object to processing**

The data subject is entitled to object to the processing of his or her data.

#### **d. Right to data portability**

The data subject is entitled to request the transfer of data provided by him or her in a machine-readable format.

#### **10. Withdrawing consent**

The data subject has the right at any time to withdraw their consent concerning disclosing contact details to customer company. Withdraw is possible in myStaff by updating consent in My Info- section

#### **11. The right to lodge a complaint with a supervisory authority**

If the data subject considers the processing of personal data to be unlawful, he or she has the right to lodge a complaint with a supervisory authority.

#### **12. Data sources, regular data sources**

Data is principally collected from the employee. Any feedback from StaffPoint's customers will also be stored in the data file.

#### **13. Automated decision-making including profiling**

Personal data is not used in automated decision-making or profiling.

#### **14. Principles of data file protection**

StaffPoint will ensure data security and implement technical and organisational measures in accordance with legislation and general high standards to protect personal data from unauthorised or unlawful processing.

Only those employees of the controller can access the information in the data file and have the right to use this information are those who are entitled to do so as part of their work. In order to process personal data, the user will need a personal user ID and password at least.

The user data is saved mainly in plain text in the database. The passwords are saved as identifiers given by a strong encryption function.

Personal data stored in the data file is collected in databases that are protected by firewalls and other appropriate technical methods.

The data file is protected with a SSL connection. The system always automatically changes the user's browser to use an encrypted HTTPS protocol, even if the user has not requested this.

StaffPoint is responsible for ensuring that employees' personal data is stored in a place where unauthorised people are unable to access it.

The employees of StaffPoint have been given separate guidelines on the careful processing and storage of personal data. Persons authorised to process personal data shall undertake to comply with a secrecy obligation.