

STAFFPOINT GROUP JOB APPLICANT PRIVACY NOTICE

Summary

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

On what grounds do we process your personal data?

StaffPoint processes your personal data based on your consent or StaffPoints legitimate interest to offer you open job positions. You have either applied for a job with us or otherwise expressed your interest in working for us or for a customer company through us or you have joined StaffPoint's Talent Community.

What information do we collect on you?

We only collect information that is necessary to create and maintain an employment relationship between StaffPoint and you and to enable StaffPoint to perform the recruitment process on its own behalf or the customer's behalf.

At the job application stage, we only process the information that is necessary to find out whether you are suitable for the job you are applying for. 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: from a job application you provided, your CV, education certificates and job references or information provided in any interview or feedback given by referees that you may have supplied.

We process your information only as long as is needed and then remove the data from our databases.

Who do we disclose your information to?

We disclose your information only if necessary with your consent and only as needed to customers who you are interested in working for. We request your separate consent to disclose your contact details, telephone number and email to our customers. 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 Oy Job applicant Privacy Notice

1. Controller

StaffPoint Oy and all its Group Companies
Business ID: 24920901
Ruoholahdenkatu 14, FI-00180 Helsinki

2. Data protection manager

tietosuoja@staffpoint.fi

3. Name of the personal data register

Job applicant register

4. Legal grounds for and purpose of processing personal data

The job applicant data contains information on applicants that is necessary for the StaffPoint Group (and its Group companies, hereinafter StaffPoint) to create and maintain an employment and/or customer relationship and to enable StaffPoint to perform the recruitment process on its own behalf or the customer's behalf.

Only the personal data that is necessary for determining a job applicant's applicability for the work task is processed at the recruitment stage. The processing of personal data in recruitment-related matters is based on the job applicant's consent. StaffPoint can offer other open job positions for the applicants based on StaffPoint's legitimate interest. Applicant may prohibit the use of their data for this kind of communication at any time.

5. Groups of data subjects

StaffPoint Group companies' job applicants.

6. Content of the personal data - personal data groups

- The job applicant's identification data: Name, date of birth, contact information, photograph, nationality, data on any work permit
- Data on education and work experience: Education, language skills, work experience, any special skills, driving licence, access to a car, any referees
- Job applicant's wishes regarding type of workplace: Business unit, location, work task, working hours and availability (e.g. full-time/part-time, day job), salary request.
- Interview notes, possible video-interviews and reference reports

7. The recipients or categories of recipients of the personal data

- StaffPoint may disclose personal data as needed between Group companies.
- The information is only disclosed with the consent of the job applicant to potential StaffPoint customers from the perspective of the job applicant.
- Personal data is disclosed only to persons at StaffPoint who are responsible for recruitment.
- Personal data can be disclosed for marketing purposes regarding StaffPoint's services only with the separate consent of the job applicant.
- 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 and with a secrecy obligation.

8. 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 technically processed in countries outside the European Union or the European Economic Area.

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

9. **Retention period**

The job applicant's data will be removed 12 months after the most recent application update.

The job applicant can update the job application before the application deadline or latest within the next 2 weeks after leaving the application. The data can also be updated by StaffPoint (StaffPoint employee) upon the request of the job applicant.

When the retention period has ended, the controller will appropriately destroy all data associated with the data subject irrespective of the storage format.

10. **Rights of the data subject and exercising them**

All requests concerning personal data or processing it must be sent to StaffPoint Privacy team (email tietosuosa@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.

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

Data subjects have the right to inspect the data 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 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.

11. **Withdrawing consent**

The data subject has the right at any time to withdraw their consent.

The data subject may send a request to the controller for the removal of the data (tietosuosa@staffpoint.fi)

When consent has been withdrawn, the controller will no longer process the data subject's data in its job applicant register.

12. **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.

13. **Data sources, regular data sources**

The sources of the information are the job application (free form application or the form created by StaffPoints), CV, school or work or other certificates sent by the job applicant and any information provided by the job applicant in an interview or during a work and/or client relationship and any feedback provided by referees.

14. Automated decision-making including profiling

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

15. Principles of data 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.

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.

Personal data is stored into service provider's servers which are protected by the appropriate general methods. Service provider is responsible for the technical and secure protection. Service provider might need to access personal data in case of technical issues. Service provider's personnel has signed non-disclosure agreements and has committed to process personal data confidentially and only to provide service.