

Privacy Notice for the Job Applicants' Personal Data Register

This Privacy Notice has been prepared by Ab Stormossen Oy in accordance with the EU General Data Protection Regulation (2016/679), outlining the processing of personal data and the rights of the data subject.

1. Register Name

Ab Stormossen Oy's Privacy Notice for the Job Applicants' Personal Data Register

2. Data Controller

Ab Stormossen Oy, business ID 0586634-8

Stormossenintie 56, 66530 Koivulahti, FINLAND

Tel. 010 320 7600

E-mail: info@stormossen.fi

3. Contact Person for Register Matters

Jenni Sandberg, HR Manager

Tel. 010 320 7606

E-mail: jenni.sandberg@stormossen.fi

4. Purpose and Legal Basis for Processing Personal Data

The personal data of the data subject are collected and processed to carry out recruitment.

The purpose of the job applicant register is to manage job applications related to the potential establishment of an employment relationship. Based on the job applications stored in the register (including unsolicited applications) and other job application documents, the most suitable applicants are selected for job interviews for the positions currently open at Ab Stormossen Oy. The register may also store information obtained from the applicant during the job interview, which is relevant for the recruitment decision.

The purpose of using the personal data stored in the job applicant register is to expedite and facilitate the process of finding the most suitable candidate for the position currently open and to enable the consistent evaluation of the applicants' competencies and qualifications.

During the recruitment process, Ab Stormossen Oy may request consent from the data subject to conduct a personal and suitability assessment or a security clearance in accordance with national regulations.

5. Register Content

Personal data

- first names
- last name
- personal identity code (from the person selected for the job)
- mailing address
- phone number
- e-mail
- bank account details (from the person selected for the job)
- mother tongue / language skills

Education information

- skills
- education

Job application information

- job application
- retention period of the job application
- CV
- optional photo
- work experience
- self-submitted references and/or letters of recommendation
- self-description of skills and suitability for the position, including salary expectation
- preferences regarding the job applied for
- other self-submitted information concerning the job application

Other possible additional information provided by the applicant themselves and notes related to the employment relationship.

6. Regular Sources of Information

The maintenance of the register is primarily based on information received directly from the job applicants themselves. Service providers conducting personal assessments may also be used as sources of information.

The data is collected based on the individual's consent, either directly from them or from service providers conducting personal evaluations. The individual completes an electronic application form in the recruitment system and attaches their resume (CV) and any other information they consider relevant to the application process. Information that comes up during an interview may also be recorded by the employer's representative interviewing the person.

The collection of data is essential for managing the recruitment process.

7. Recipients of Information

The data controller discloses the registered personal data to the service provider executing the recruitment system and, if necessary, to service providers conducting personnel assessments, who process personal data on behalf of and for Ab Stormossen Oy. Ab Stormossen Oy discloses personal data of registered individuals, who have progressed in the recruitment process to the stage of

personnel assessment, only to those service providers conducting the assessments. Additionally, Ab Stormossen Oy discloses personal data of individuals who have progressed in the recruitment process to authorities if a security or other background check is conducted on the registered individual.

8. Transfer of Data Outside the EU or EEA

Data from the register is not transferred outside the European Union or the European Economic Area.

9. Retention Period of Personal Data

Data collected in the register is retained only as long as and to the extent necessary in relation to the original or compatible purposes for which the personal data was collected. The personal data as per this Privacy Notice is retained for three (3) months from the start of the recruitment process (including unsolicited job applications).

If a job applicant is selected for the position, Ab Stormossen Oy transfers the basic information collected during the recruitment process and other personal data relevant to the employment relationship to Ab Stormossen Oy's personnel register.

10. Principles of Register Protection

The information security of the register and the confidentiality, integrity, and availability of personal data are ensured with appropriate technical and organizational measures. Access to the register data is limited to persons who are designated as operators of the personal data system.

The software is protected with usernames and passwords and user group-specific access rights. The data can only be viewed, amended, and used for the performance of work tasks. The staff has been trained in the use of the systems and has been instructed on the regulations and guidelines pertaining to information security. The staff is bound by confidentiality obligations.

Only employees of Ab Stormossen Oy who need the information for their work tasks have access to the job applicant register. Information entered into the job applicant register is automatically transferred to the personal data system if the person is employed.

11. Right of Access and Rectification

The data subject has the right to inspect what personal data about them is stored in the register. Access or rectification requests can be made by submitting a written request to the person responsible for register matters.

12. Right to Erasure

The data subject has the right to have their personal data erased without undue delay, provided that:

- the personal data is no longer needed for the purposes for which they were collected or otherwise processed;
- the data subject withdraws consent on which the processing is based, and there is no other legal ground for the processing;
- the personal data has been unlawfully processed; or

- the personal data must be erased to comply with a legal obligation in Union or national law.

13. Right to Restriction of Processing

The data subject has the right to obtain from the data controller restriction of processing if:

- the accuracy of the personal data is contested by the data subject;
- the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- the data controller no longer needs the personal data for the processing purposes, but the data subject requires them for the establishment, exercise, or defense of legal claims.

14. Right to Withdraw Consent

To the extent that the data is based on the job applicant's given consent, the data subject has the right to withdraw their consent for processing at any time.

15. Right to Data Portability

The data subject has the right to receive their personal data, which they have provided to the data controller, in a structured, commonly used, and machine-readable format, and have the right to transmit those data to another data controller.

16. Right to Lodge a Complaint with a Supervisory Authority

The data subject has the right to lodge a complaint with a supervisory authority if they consider that the processing of personal data relating to them infringes the applicable data protection regulations.