

# Privacy Policy

Recruitment register

14/05/2021

## Data controller

Electric Power Finland Oy (Business ID 2104873-2) Prosessitie 6  
FI-21530 Paimio

## Contact person for matters concerning the register

Juha Suna +358 50 3180018

juha.suna@epf.fi

## Legal basis and purpose of the processing of personal data. Is the provision of personal data a legal or contractual requirement?

The purpose of the register is the recruitment of personnel for the company. The basis for processing is a legitimate interest.

An external recruitment partner can also help in the recruitment of employees. In this case, the data of the data subject may be disclosed to the contractor to the extent necessary to carry out the recruitment.

## Basis of legitimate interest

Enabling recruitment and starting an employment relationship.

## Categories of personal data concerned

As a rule, the following data is provided by the data subjects themselves: name, address, personal identity code, type of job.

## Recipients and groups of recipients

The personnel of the data controller and outsourcing partners, where applicable.

## Consent

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## Data content of the register

The recruitment register contains the following information:

- First and last name of the person
- Personal identity code
- Email address
- Postal address
- Phone number
- The applicant's personal statement
- Education and work experience data
- Certificates and supporting documents
- A possible photo of the applicant
- Other possible data provided by the applicant

The name and contact information of a potential recommender can also be stored in the register.

### **Regular sources of data**

The data in the register is provided by the data subjects themselves, such as via email, by phone or in connection with meetings.

### **Retention period of personal data**

Recruitment data is stored for 24 months after receiving it, after which it is securely destroyed.

### **Regular disclosures of data**

The data in the register will not be disclosed to third parties unless it is necessary to maintain the employment relationship or pay wages.

### **Transfer of data outside the EU or EEA**

Data stored on the register will not be transferred outside the EU or EEA.

### **Principles for the protection of the register A: Manual data material**

Employment contracts are kept in a locked cabinet to which only the archivist has access.

All other material related to the register is kept in electronic form, and data is processed only electronically. Access to the register data is limited to a designated number of people and to the extent necessary for the management, supervision, payroll or other matters related to the employment relationship. The register is stored on a secure server located in Finland.

The data in the register is protected and processed in accordance with the provisions and principles of the Data Protection Act, the regulations of the public authorities and good data processing practices.

### **Principles of registry protection B: Electronic data material**

Access to the register data is limited to a designated number of people and to the extent necessary for the management, supervision, payroll or other matters related to the employment relationship. The register is stored on a secure server located in Finland.

The data in the register is protected and processed in accordance with the provisions and principles of the Data Protection Act, the regulations of the public authorities and good data processing practices.

## **Cookies**

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## **Automatic processing and profiling**

Not to be done.

## **The right of access, i.e. the right to have access to personal data.**

The data subject has the right to access the data concerning them that has been stored in the register. The request for accessing the data must be made in writing by contacting the company's customer service or submitted from a verifiably identifiable email address.

The data subject has the right to prohibit the data controller from processing and disclosing their data for direct marketing, distance selling and direct selling, market research and opinion polling by contacting the customer service of the data controller.

## **The right to transfer data from one system to another**

Data subjects have the right to transfer their data from one system to another. A transfer request can be addressed to the contact person for the register.

## **The right to request correction of data**

Personal data in the register that is inaccurate, unnecessary, incomplete or out of date for the purpose of processing must be corrected, deleted or supplemented.

The request for correction must be made by a hand-signed written request to the company's customer service, or from a verifiably identifiable email address.

The request must specify which data is to be corrected and on what basis this is to be done. The correction will be carried out without delay.

The person from whom the incorrect data was received or to whom it was disclosed will be notified of the correction of the error. When a correction request is refused, the person responsible for the register issues a written certificate stating the reasons why the correction request was rejected. The person concerned may appeal against the decision and refer it to the data protection supervisory authority for resolution.

## **The right to restrict data processing**

The data subject has the right to request the restriction of data processing, for example, if the personal data contained in the register is incorrect. The contact person is the person responsible for the register.

### **The right of objection**

The data subject has the right to request personal data concerning them and the right to request the rectification or erasure of personal data. Requests can be addressed to the contact person for the Registry.

If you act as a contact person for a company or organisation, your data cannot be deleted during this time.

### **Right to lodge a complaint with the supervisory authority**

As a data subject, you have the right to lodge a complaint with a supervisory authority if you consider that the processing of personal data relating to you infringes the General Data Protection Regulation (GDPR)

You can also lodge a complaint in the member state where you have your habitual residence or place of work.

The contact details of the national supervisory authority are: The Office of the Data Protection Ombudsman

Visiting address: Lintulahdenkuja 4, 00530 Helsinki

Postal address: P.O. Box 800, FI-00531 Helsinki

Telephone switchboard: 029 566 6700

Registry: 029 566 6768

tietosuoja@om.fi

[www.tietosuoja.fi](http://www.tietosuoja.fi)

### **Other rights related to the processing of personal data**

The data subject has the right to prohibit the data controller from processing and disclosing their data for direct marketing and other marketing purposes, to request the anonymisation of their data, where applicable, and to be completely forgotten.