

## **DATA PROTECTION NOTICE / INFORMATION DOCUMENT – EU'S GENERAL DATA PROTECTION REGULATION, 2016/679**

### **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 data file.

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

StaffPoint processes your personal data on your consent. 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.

### **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 register.

### **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 data file

### 1. Controller

StaffPoint Oy  
Business ID: 24920901  
Ruoholahdenkatu 14, FI-00180 Helsinki

### 2. Data protection manager

Tel. +358 30 047 2000  
[tietosuoja@staffpoint.fi](mailto:tietosuoja@staffpoint.fi)

### 3. Name of the personal data file

Job applicant data file

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

The job applicant data file contains information on job 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 being applied for that is being offered by StaffPoint or StaffPoint's Customer is processed in the personal data file at the recruitment stage. The processing of personal data in recruitment-related matters is based on the job applicant's consent.

The job applicant's data can only be used for marketing purposes with the separate consent of the job applicant.

### 5. Groups of data subjects

StaffPoint Group companies' job applicants.

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

- The job applicant's identification data is entered in the data file: Name, data of birth, contact information, photograph, sex, 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: Sector, location, work task, working hours and availability (e.g. full-time/part-time, day job), salary request.

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

- StaffPoint may disclose personal data as needed between Group companies.
- The information in the data file 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 contained in the personal data file is not disclosed or transferred to countries outside the European Union or the European Economic Area.

### 9. Storage period of personal data

The job applicant's data will be removed from the job applicant data file 12 months after the most recent date of updating the job application data.

The job applicant can update the job application data by signing in to the application that was made by the job applicant. The data can also be updated by the application processor (StaffPoint office employee) in conjunction with the processing of the application upon the request of the job applicant.

When the storage 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**

In matters related to implementing the rights of the data subject, the data subject must contact StaffPoint's data protection manager.

##### **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:

- electronically if the data subject has so requested and if it does not compromise data security; or
- 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 his or her consent to the processing of their personal data in full or in part at any time.

The data subject may remove his or her application data or consent from the system or send a request to the controller for the removal of the data.

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

#### **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 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.

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.

StaffPoint is responsible for ensuring that 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.