

PRIVACY POLICY

General Data Protection Regulation (679/2016), art. 12

Last updated on
21.5.2018

1 Controller	Name Sulava Oy
	Address Vuorikatu 14 B, 00100 Helsinki
	Other contact information (for example telephone number during office hours, e-mail address) tietosuoja@sulava.com , 09-85668344
2 Contact person in matters concerning the register	Name Aki Antman
	Address Vuorikatu 14 B, 00100 Helsinki
	Other contact information (for example telephone number during office hours, e-mail address) tietosuoja@sulava.com , 09-85668344
3 Name of the register	Job applicant register
4 Purpose for processing personal data	The purpose of processing is to maintain a register for recruiters and recruiting managers regarding job applicants that have applied for a job at Sulava Oy. An application can be directed to a certain position or it can be an open application. Personal data is not processed by means of automated decision-making. The controller processes personal data on its own and uses subcontractors for processing personal data on behalf of the controller.
5 Information content of the register	<p>The register contains the following personal data considered appropriate regarding each data subject:</p> <ul style="list-style-type: none">• Basic information about the person: name, date of birth, contact details and personal identification number if an applicant has disclosed it in their application• information regarding education, work experience and competence• potential job application, CV and a picture• information regarding applicant's job search• information regarding personality and aptitude assessments• potentially acquired personal credit information when permitted or required by legislation• other information separately specified in the application process <p>If a data subject is a representative of a company or other entity, the identifying information and contact details of said company or other entity: name, business ID, address, telephone number and e-mail address.</p>
6 Regular sources of data	Personal data are collected from data subjects based on the notifications made by data subjects by phone, internet, email or other by other means. The register does not have any regular sources of data.
7 Recipients of data	Data from the register is, where necessary, disclosed to partners relating to Sulava's recruitment for carrying out required recruitment measures of the controller or other related usual reasons.
8 Transfers of data outside of the EU or the EEA	The data from the register is mainly not transferred outside the EU or the EEA. Possible transfers are conducted in accordance with the appropriate safeguards for data protection contained in the legislation and the GDPR.
9 Data storage period	<p>Personal data in the register are stored only as long as and to the extent as it is necessary in relation to original or compatible purposes for which the personal data were collected.</p> <p>Personal data stated in this privacy policy are stored as long as the controller uses them for the purposes listed in section 4. The personal data contained in this register are erased when there is no longer a legitimate basis for the processing or if a job applicant requests it.</p>
10 Principles for protecting the register	Data security of the register and confidentiality, integrity and availability of personal data are ensured with appropriate technical and organizational measures. The data in digital form are stored in cloud service and are protected with up-to-date data security software and verifications, as well as personal username and password that grant the rights to use the register. Possible paper versions of the data

	are kept in a locked room/locked premises and they are available only for the persons who have a right to access such data.
11 Right of access and right to rectification	The data subject has the right to inspect what data concerning him or her is stored in the register. The request for access or a request for rectification can also be made by submitting a request to the register's contact person.
12 Right to erasure of data	The data subject has the right to obtain from the controller the erasure of personal data concerning him or her without undue delay, where <ul style="list-style-type: none"> • the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed; • the data subject withdraws consent on which the processing is based and where there is no other legal ground for the processing; • the personal data have been unlawfully processed; or • the personal data have to be erased for compliance with a legal obligation in Union or Member State law.
13 Right to restriction of processing	The data subject has the right to obtain from the controller restriction of processing if <ul style="list-style-type: none"> • 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 controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of a legal claim.
14 Right to withdraw consent	The data subject has the right to withdraw his or her consent for processing at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.
15 Right to data portability	The data subject has the right to receive the personal data concerning him or her, which he or she has provided to the controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another 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 the data subject considers that the processing of personal data relating to him or her infringes the applicable data protection legislation.