

6.6.2018

Deltagon Group Oy's Recruitment Register Privacy Policy

1. General

This Recruitment Register Privacy Policy describes how Deltagon Group Oy (hereinafter referred to as “Deltagon”) processes the jobseekers' personal data.

2. Controller and contact person of the register

Name: Deltagon Group Oy
Address: Tekniikantie 4 B
02150 Espoo, Finland
Phone: +358 9 685 0320
Business ID: 0948181-6

Contact person: Jose Forslund
Email address: compliance@deltagon.com

3. Data protection officer

Name: Jose Forslund
Email address: compliance@deltagon.com

4. The purpose and basis for processing personal data

Grounds for processing personal data is Deltagon's legitimate interest to process the jobseeker's job application and to implement the recruitment process. For the personal data related to the aptitude test and security check, the grounds for processing is the consent given by the jobseeker.

The purpose of processing personal data is the implementation of Deltagon's recruitment processes and storing jobseekers' data for later recruitment needs.

5. The processed personal data

Deltagon processes the following personal data of jobseekers:

- the person's name;
- the person's contact details (address, email address and telephone number);
- the person's professional background;
- data on a potential aptitude test; and
- data on a potential security check.

6. Regular data sources

Personal data are mainly collected directly from the jobseeker. The jobseeker will also supply a possible aptitude test. If the jobseeker has given consent to a security check, the security check data will be received from the security police who conducted the security check.

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7. Regular disclosures of personal data

Personal data is disclosed to headhunters, aptitude test providers and, in case a security check is performed, to the security police.

8. Transfer of personal data outside the EU or EEA

Personal data are not transferred outside the European Union or the European Economic Area.

9. Data protection principles

Manual documents are stored in a locked space that only designated persons can access. Digitally processed personal data are protected and stored in Deltagon's data system that has restricted access to only such persons who need the data in question to perform their work duties. The persons in question have personal user IDs and passwords.

The personal data sent outside of Deltagon are encrypted.

10. Storage period of personal data

If the jobseeker has sent Deltagon an open application, the personal data is stored for six months after the application has been sent.

The personal data collected in relation to a job ad will be stored for a maximum of one year. Deltagon may, however, store such personal data for two years that is necessary for the defence of a legal claim as referred to in the legislation.

11. Rights of the data subject

According to the applicable data protection legislation, a data subject has the right at any time to:

- control what data on the data subject Deltagon processes;
- demand the rectification, completion or erasure of personal data;
- withdraw their consent as far as the processing of personal data is based on the data subject's consent;
- object to the processing of personal data on grounds relating to their particular situation, if the basis for processing is Deltagon's legitimate interest;
- demand the restriction of processing of the data subject's personal data; and
- receive their personal data in a machine-readable format and transfer the data in question to another controller, provided that the data subject has supplied the personal data to Deltagon themselves, that Deltagon processes the personal data in question on the grounds of a contract, and that the processing is carried out by automated means.

The objection of processing or erasure of personal data may mean that the jobseeker cannot be considered in the recruitment process anymore.

The data subject can make a request based on the aforementioned rights by contacting Deltagon personally, by letter or via email to the address referred to in section 12 of this privacy

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policy. Deltagon may ask the data subject to clarify the request in writing and to prove their identity before processing the request. Deltagon may refuse to fulfil the request on the grounds provided for in the applicable law.

The data subject has the right to lodge a complaint to a competent supervisory authority if the data subject considers that Deltagon has not processed the personal data according to the applicable data protection legislation.

12. Contact

Requests for using the data subject's rights, questions on this privacy policy and other contacts should be made via email to compliance@deltagon.com. The data subject may also contact Deltagon personally or send a letter to:

Deltagon Group Oy
Compliance
Tekniikantie 4 B
02150 Espoo
FINLAND

13. Changes

This privacy policy may be updated from time to time if, for example, the legislation changes. This privacy policy was updated on 6 June 2018.