

Privacy statement – Finnvera’s job applicant data file

Updated on 04 April 2022

1. Controller

Finnvera plc (Business ID: 1484332-4)
Street address: Porkkalankatu 1, 00180 Helsinki, Finland
Switchboard: +358 29 460 11

2. Contact information

Contact: tietosuojaavastaava@finnvera.fi

3. Data file name

Finnvera’s job applicant data file

4. Purpose of and grounds for the processing of personal data

Purposes of processing

Processing of applications submitted by job applicants in order to choose the person to be recruited. Data is only collected to the extent that this is necessary in order to complete the recruitment process.

The data to be collected includes:

- Identifying data: name, address, telephone number and any other contact information
- Information the applicant provides about themselves: education and work experience, language skills and other necessary information related to the job application
- Contact information of any reference providers.

Legal basis for processing the data

- Chapter 2 of the Act on the Protection of Privacy in Working Life (759/2001)
- Article 6(1)(c) of the General Data Protection Regulation (EU 2016/679)
- The controller’s or a third party’s legitimate interests. The controller has a legitimate interest related to processing applicants’ personal data in order to complete the recruitment process. The data subject’s application comprises a factual connection between the controller and the data subject.
The controller ensures that the processing of data on this basis is proportionate to the data subject’s interests and meets their reasonable expectations.
- Consent: consent is the legal basis for processing the data in the file, for example when the controller requests the data subject to participate in certain evaluations carried out in connection with the recruitment process, or requests the data subject’s permission to carry out the necessary background checks.

5. Storage period of personal data

We store data related to applying for a job for a maximum of 12 months.

6. Regular sources of data

The electronic job application submitted by the data subject themselves and its attachments.

7. Transfer of data outside the EU or the EEA

The controller does not itself disclose or transfer personal data collected in connection with the recruitment process outside the EU or the EEA. However, the TalentAdore service we use includes features and functionalities that are partly or fully produced by a service provider established outside the EU or the EEA. When these features or functionalities of the TalentAdore service are used, it is consequently possible that the data subject's data may also be processed outside the EU or the EEA. Such service providers operate as subcontractors of the controller's partner, TalentAdore Oy. The controller has obligated TalentAdore Oy to set up appropriate data transfer protection mechanisms with its subcontractors and verified that this has been done.

8. Principles in accordance to which the data file has been secured

The controller's personnel are committed to complying with confidentiality obligations. In addition, the employees have committed to complying with internal information security guidelines.

Personal access rights granted by the controller are needed to access the file. The applicant's data can only be accessed by designated persons who need the data to perform their duties. The data is stored on TalentAdore Amazon Web Services servers that meet the requirements of the EU's General Data Protection Regulation.

9. Automated decision-making and profiling

The data contained in the data file is not used for decision-making that has legal consequences to the person affected and is based on automated processing of data, such as profiling.

10. Data subject's right to object to the processing of their personal data

Related to their specific personal situation, the data subject has the right to object to profiling affecting them and other processing activities that the controller performs on the data subject's personal data insofar as the basis of the processing of data is the controller's legitimate interest.

The data subject may file their claim concerning the objection in accordance with item 15 of this privacy statement. When filing their claim, the data subject should specify the specific situation that is the basis of their objection to the processing of their data. The controller may refuse to implement the request concerning the objection on the grounds provided by law.

11. Data subject's right to object to direct marketing

The data subject may grant to the controller their consent to or prohibit direct marketing depending on the channel, including profiling carried out for direct marketing purposes.

12. Data subject's other rights related to the processing of personal data

The data subject has the right to access the data that has been stored concerning them in the data file. The request for access should be filed in accordance with the instructions

provided in this privacy statement. The right of access may be denied on the grounds provided by law. As a rule, the regular exercise of the right to access the data is free of charge.

Insofar as the data subject themselves can do so, they must, without undue delay after learning about an error or after they themselves have detected an error and at their own initiative, correct, erase or supplement any data in the data file that is in violation of the purpose of the data file, incorrect, unnecessary, incomplete or outdated.

Insofar as the data subject is unable to correct the information, the correction request should be filed in accordance with item 13 of this privacy statement.

The data subject also has the right to demand that the controller restrict the processing of their personal data—for example, in a situation where the data subject is waiting for the controller's response to their request concerning the correction or erasure of their data.

The data subject has the right to appeal to a competent supervisory authority if the controller has not complied with the applicable data protection regulations in its operations.

13. Contact information

The data subject should contact the controller in all matters concerning the processing of personal data and the exercise of their rights. The data subject may exercise their rights by contacting Finnvera's data protection officer at tietosuojavastaava@finnvera.fi.