

Stalatube Oy - Privacy Notice on the processing of personal data of job applicants

This privacy notice outlines how we, at Stalatube Oy, collect and process job applicants' personal data.

1. Data controller and contact details for data protection matters

Stalatube Oy (business ID 1568544-4)

Taivalkatu 7

15170 Lahti

Tel. +358 3 882 190

E-mail: HR@stalatube.com

2. For what purposes and on what basis do we process your personal data?

The purpose of processing personal data is the recruitment of personnel for Stalatube Oy:

- Receipt, processing and storage of job application
- Preparation of the employment contract between the job applicant and Stalatube Oy
- Storage of the job application for further recruitment purposes

In addition, the data will be used for statistical and reporting purposes, in particular to improve recruitment process.

The processing of your information as a job applicant is based on Stalatube Oy's legitimate interest, such as the job application you submit and the recruitment process, and your consent when performing personal and aptitude assessments or collecting information from the references you provide. In addition, personal data will be processed between Stalatube Oy and the job applicant selected for the position for measures to be taken before concluding an employment contract.

3. What type of personal data do we process and where do we collect the data from?

We process the following personal data about the job applicants:

- Basic and identification data: first name and surname
- Contact details: address, phone number, e-mail address
- Information used in evaluating suitability and competence: information related to the job application and cv, such as work experience (employer, job title, job description), information

on education and degrees, language skills, specific expertise, demonstration of skills and other competences, work certificates

- Information on specific expertise and other factors required for the position applied for (e.g. driving license)
- Assessments and verifications of the job applicant's suitability and reliability, such as personal and aptitude assessments
- Information obtained during the job search process, such as communication, interviews, classifications and notes made by the employer
- Information on references
- Information publicly available with the consent of the job applicant e.g. LinkedIn or other social media services
- Other possible information provided by the job applicant, such as a photograph.

We primarily collect personal data from you as a job applicant or, based on your consent, from references or assessments. In addition, the information consists of information stored during the recruitment process. Other sources of information are used within the limits set by applicable legislation.

4. To which entities do we transfer or disclose data and do we transfer data outside the EEA?

We use external service providers to conduct personal and aptitude assessments as well as the recruitment process. We conclude personal data processing agreements with all our service providers and require our partners to process personal data only to the extent necessary for the provision of the service in question.

No data is transferred outside the EEA.

5. How do we protect your personal data and how long do we store it?

The data is stored in information systems that use both technical and software means to ensure data security and control access to the data. The data of job applicants is processed only by persons involved in recruitment to the extent necessary for the performance of their duties. We conclude data processing agreements with our subcontractors who process personal data to ensure data protection.

Personal data is kept for as long as necessary to fulfil Stalatube Oy's rights and obligations and to respond to any requests. In principle, data will be kept for two years after the end of the recruitment process. The necessary data will be transferred to the employees' personal data register when Stalatube Oy and the job applicant enter into an employment contract. Open job applications are kept for 12 months after receipt of the application.

With your consent, your personal data may also be stored for longer periods, e.g. for future recruitment processes. Personal data may also be kept for a longer period if this is necessary to fulfil a legal obligation of Stalatube Oy.

6. Your rights as a data subject in relation to data processing

Requests regarding data subjects' rights are to be sent to the address mentioned in section 1. As a data subject you are entitled to the following rights:

- The right of access and the right to request rectification and erasure of data
You have the right to inspect the personal data concerning yourself that is stored in the register. You also have the right to request the rectification of inaccurate data and the right to request that your data is erased.
- Right to withdraw consent
You have the right to withdraw your consent for the processing of your personal data at any time. Withdrawal of consent does not affect the legitimacy of the data processing carried out before the withdrawal.
- Right to object and to restrict the processing of personal data
You have right to object processing or request restricting processing your persona data. You may also request the transfer of your personal data.
- The right to lodge a complaint with a supervisory authority
If you consider that the processing of personal data relating to you infringes the data protection regulation, you have the right to lodge a complaint with a supervisory authority. You may lodge your complaint in the EU Member State of your habitual residence, place of employment or place of the alleged infringement.