

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

1. Purpose of this notice

The purpose of this notice is to give you information regarding how we at Stalatube Group process personal data of job applicants related to recruitment. Stalatube Group is fully committed to protecting your personal data when using or processing them and recognize the importance of correct and lawful treatment of personal data. This privacy notice describes how we process personal data in accordance with the EU's general data protection regulation ("GDPR"). Information may be supplemented by specific privacy notices and additional local documentation. Any mandatory national laws or regulations will take precedence in the event that it conflicts and has stricter requirements than this notice.

If you have any questions related personal data processing and/or this notice, please contact HR@stalatube.com.

2. 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 Group:

- Receipt, processing and storage of job application
- Preparation of the employment contract between the job applicant and the company
- 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 Group'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 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 (personal identity code at the time of employment)
- 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 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 and data management. 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 Group'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 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 Group.

8. Your rights as a data subject

As a data subject, you have the following rights in relation to the processing of personal data under the GDPR:

Right of obtain information, access, rectification and erasure

As a data subject you are entitled to obtain information of your personal data processed by Stalatube. You have also a right to inspect the personal data concerning yourself, which is stored in the register, and a right to require rectification or erasure of your data.

Withdrawal of a consent

When the processing of information is subject to your consent, you may withdraw your consent at any time. Withdrawing your consent does not affect the lawfulness of processing before the withdrawal of the consent. Withdrawals can be made by requesting withdrawal from HR@stalatube.com.

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 work or place of the alleged infringement.

Other rights

You have also right to object processing or request restricting processing to the extent required by applicable data protection law. You may also request the personal data collected based on your consent and concerning you to be transmitted to another controller in a case where the data is in machine-readable and transferable format.

Whom can you contact?

If you have any questions related to the personal data processing or you want to exercise your abovementioned rights, please contact HR@stalatube.com.

9. Updates to privacy notice

We drive to develop continuously our business and data protection tools and reserve the right to amend this privacy notice. When required by applicable laws we may contact you in order to provide information about updates or changes that have effects on you.