

Privacy policy for Job Applicants

The purpose of this Privacy Policy is to inform job applicants at Porin Puuvilla Oy how we process their personal data.

We take seriously our compliance with the EU General Data Protection Regulation as well as other applicable personal data processing legislation when processing personal data. We also ensure that processing is secure and that our data protection practices allow for the full exercise of data subjects' rights.

Should there be any changes to the data processing policies of Porin Puuvilla Oy or to relevant legislation, this privacy policy may be updated. For our privacy policy valid at each time, please visit our website at www.porinpuuvilla.fi.

CONTROLLER

Porin Puuvilla Oy (business ID 2343528-5)

Any communication related to data protection should be addressed to Porin Puuvilla Oy / Data Protection, Siltapuistokatu 14, 28100 Pori, Finland or by e-mail to infola@porinpuuvilla.fi with the header "Matters concerning data protection".

NAME OF DATA FILE

Job Applicants Register (työnhakijarekisteri)

THE PERSONAL DATA PROCESSED, THE PURPOSES OF THE PROCESSING AND THE LEGAL BASIS FOR THE PROCESSING

Personal data	Purpose of processing	Legal basis
Basic information such as name, date of birth, language of service Contact information such as email address, phone number, home address	Handling job applications and communications related to the recruitment process	Our legitimate interest in processing personal data for the purposes of carrying out the recruitment process and selecting a suitable employee and responding to enquiries and requests related to the recruitment process

<p>Information relating to the position applied for, such as the type and nature of the employment relationship, information on the person appointed to be responsible for the recruitment process, salary expectation, information on starting the job</p>	<p>Processing job applications</p>	<p>Our legitimate interest in processing personal data for the purposes of carrying out the recruitment process and selecting a suitable employee and responding to enquiries and requests related to the recruitment process</p>
<p>Relevant and other information about the person and his/her background that is relevant to aptitude, such as a photograph, educational and training history, occupation, work history (e.g. employers, starting and ending dates, type of work), language skills, other specific skills, description of personal qualities, certificates and evaluations, references to portfolios, profiles or other sources on the Internet, references/referees,</p>	<p>Processing job applications and assessing the aptitude of job applicants</p>	<p>Our legitimate interest in processing personal data to select a suitable employee</p> <hr/> <p>Consent</p>
<p>Results and information of the assessment of personality and aptitude</p>	<p>Assessing the aptitude of job applicants</p>	<p>Consent</p>
<p>Information on the progress of the recruitment process, such as information on follow-up interviews or suspension of the recruitment process</p>	<p>Managing the recruitment process</p>	<p>Our legitimate interest in processing personal data for the purposes of carrying out the recruitment process and responding to enquiries and requests related to the recruitment process</p>
<p>Any other information voluntarily provided or otherwise explicitly disclosed for professional purposes, such as your LinkedIn profile or information we collect with your explicit consent.</p>	<p>Assessing the aptitude of job applicants</p>	<p>Our legitimate interest in processing personal data for the purposes of the recruitment process and the selection of a suitable employee</p> <hr/> <p>Consent</p>

DATA SOURCES

As a rule, we get the data from the job applicants themselves. Other sources of data are used within the limits set by law. If necessary, we also use recruitment consultants or referees nominated by the job applicant as a source of data.

By submitting a job application, the job applicant consents to the collection of personal data on his/her profile published for professional purposes, to the extent that such collection is necessary and relevant to the performance of the job, taking into account the position applied for.

In addition, personal data may also be collected and updated for the purposes described in this Privacy Policy from publicly available sources and from public authorities or other third parties within the limits of applicable law. Such updating will be carried out manually or by automated means.

DATA TRANSFERS, DISCLOSURE AND RECIPIENTS

As a rule, we do not disclose personal data from the data file to external parties, unless we have requested and gotten your consent for the disclosure of data for e.g. aptitude assessments. We disclose personal data in a manner permitted and obligated by the current legislation to parties that have a legal and/or contractual right to receive information from the data file, such as TE services or affiliated companies. We may also disclose information for other purposes in accordance with the laws of Finland.

We use subcontractors acting on our behalf for the processing of personal data. We have outsourced our IT management to an external service provider, whose servers are managed and protected by them and on which personal data is stored.

The data will not be processed or transferred outside the European Union or the European Economic Area unless required by the technical implementation of the processing. When personal data is processed outside the EU/EEA, we will ensure that the subcontractor is bound by the EU Commission's Model Clauses on the processing of personal data.

A GENERAL DESCRIPTION OF THE TECHNICAL AND ORGANISATIONAL MEASURES

Only the employees of the controller authorised due to their work and/or duties to process the data in this data file may access the system containing the personal data. Each user has a personal username and password to the system. We have signed data processing agreements with system providers and other partners who process personal data, in which our partners have committed to comply with the data protection and security requirements of the GDPR.

Files containing personal data are protected by passwords and access levels. The data is located in an environment protected by appropriate security software and technical arrangements. Manually processed documents containing personal data are stored in locked storage facilities .

RETENTION PERIOD OF PERSONAL DATA

As a rule, we will keep the personal data of job applicants for one year after the end of the recruitment process. If the applicant becomes our employee, we will keep the data provided as a job applicant and the data related to the job search as part of the personnel profile in accordance with our Privacy Policy on Employee Data.

We regularly assess the necessity of data retention in the light of applicable law. In addition, we will take reasonable steps to ensure that no personal data relating to data subjects is kept that is incompatible, outdated or inaccurate for the purposes of the processing. We will correct or destroy such data without undue delay.

RIGHTS OF THE DATA SUBJECT

Right	In which situations
Access the data stored about yourself	Always
Request the correction of incorrect or outdated data	Always
Request the deletion of data	Where the job applicant has withdrawn his/her consent or one of the other grounds set out in Article 17 of the GDPR is met.
Withdraw consent	When processing is based on consent
Object to the processing of data	Where the processing is based on legitimate interest and involves a particular personal situation or where the data are processed for direct marketing purposes.
Request restriction of processing (e.g. until requests for data are resolved and settled)	If the accuracy of the data is contested or one of the other grounds set out in Article 18 of the GDPR is met.
File a complaint about the processing of your personal data with the Data Protection Ombudsman	Always

Any requests related to exercising the rights of the data subject should be sent to the address mentioned above under the section Controller.

If necessary, the controller may ask the data subject to specify their request in writing and verify the data subject's identity before processing the request. The controller may also refuse the request on grounds stipulated in data protection legislation. We will respond to requests and enquiries from the data subject concerning the exercise of data subjects' rights within one month.