

Last updated: 05.05.2022

### **1. CONTROLLER**

Negota Finland Oy Ab

Org. No 3166115-1

Kavallvägen 6, 02700 KAUNIAINEN, Finland

Email: [negota@negota.fi](mailto:negota@negota.fi)

### **2. PRIVACY NOTICE DESCRIPTION**

We are committed to safeguarding the privacy of our job applicants. This notice applies where we are acting as a data controller with the respect to the personal data of such persons. In this notice, "we", "us" and "our" refer to Negota.

In this notice we describe how we process the personal data of job applicants applying to Negota.

### **3. PERSONAL DATA PROCESSED**

We process the following data of the data subject;

- Data subject's contact and identification details, such as the name, address, email-address, phone number, picture and language skills.
- Education information, such as degrees, competence and language skills
- Previous work experience, such as references
- Data about certificates or other related training

Changes to the data of the data subject's above-mentioned individualised personal data categories.

### **4. PURPOSE OF PROCESSING AND LEGAL BASIS**

We process personal data to handle matters related to the recruitment process. The legal basis for processing personal data in this case is fulfilling the employment contract and carry out measures taking place prior the employment contract at the request of the job applicant. The personal data may be processed for the above-mentioned purpose in companies that belong in the same group of undertakings as we do.

### **5. SOURCES OF PERSONAL DATA**

Personal data is primarily collected and updated from the job applicant itself. With the data subject's consent, we may also collect data from other places for purposes supporting the recruitment process. Other places may include our partners, other companies or publicly available information and public authorities offering services which support the recruitment.

## **6. TO WHOM IS PERSONAL DATA TRANSFERRED OR DISCLOSED TO?**

When we transfer personal data to third parties, such as in relation to the assignment, personal data is transferred to the customer company only to the extent necessary for the assignment.

Personal data is transferred and/or disclosed to;

- Our client or potential client that have open position/assignment for which the job applicant is a candidate

## **7. INTERNATIONAL DATA TRANSFERS**

Primarily, the data is not transferred outside EU/EEA area unless it is necessary for the technical implementation of the data processing or the purpose of processing of personal data. In these cases, additional safeguards will be complied with in the transfer of data.

## **8. RETENTION PERIOD OF PERSONAL DATA**

We process your personal data only as long as it is necessary for the purposes of the data processing, unless law requires a longer retention time.

Retention times;

- One year after the job search or recruitment process has ended

## **9. PROTECTION OF PERSONAL DATA**

We implement the appropriate technical and organisational privacy measures for the protection of personal data. Personal data is stored only electronic databases. Electronically processed databases are protected by firewalls, passwords and other technical measures. Personal data may only be accessed by the people whose work performance requires processing of personal data stored in the register. These persons may access the system by using their personal login credentials.

## **10. RIGHTS OF THE DATA SUBJECT**

- to obtain information on the processing of their personal data
- of access to their data
- to rectification of their data
- to the erasure of their data and to be forgotten
- to restrict the processing of their data
- to data portability
- to object to the processing of their data
- not to be subject to a decision based solely on automated processing.

## **11. NATIONAL SUPERVISORY AUTHORITY**

Office of the Data Protection Ombudsman

Visiting address: Lintulahdenkuja 4, 00530 Helsinki

Postal address: P.O. Box 800, 00531 Helsinki, Finland

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