

Privacy Policy for Procemex Oy's Recruitment Register

Updated: 1 July 2019

1. Controller and contact person

Procemex Oy
Business ID: 1620199-0
Address: Salvesenintie 6, 40420 Jyskä, Finland
Contact person: Niko Niemelä, niko.niemela@procemex.com Tel: + 358 14 337 2111

2. Name of the register

Procemex Oy's recruitment register

3. Data subjects

This privacy policy describes how Procemex processes the personal data of applicants who apply for a job with the company.

4. Purpose and basis of the processing of personal data

The purpose of the processing of personal data is the recruitment of employees for the company. Personal data is processed in the context of, e.g., the processing of applications, interviews and meetings, communication with applicants, and evaluation.

The basis of the processing of personal data is Procemex Oy's legitimate interest for the implementation of the recruitment process. To the extent that a suitability test is used in recruitment, the processing of personal data is based on the job applicant's consent.

5. Content of the register

Procemex Oy collects the following personal details on its job applicants:

- The person's name
- Contact details; address, e-mail address, telephone number
- Education
- Employment history
- Language skills
- Competence
- Also other information relevant in terms of applying for the job that the applicant has indicated in the application
- Photograph (if submitted)
- Assessments made by persons who participated in the recruitment process
- Information contained in suitability tests if such tests were conducted

6. Regular sources of information in the register

Information concerning the data subject is primarily collected from the individual or from people who participated in the recruitment within the company. If an external partner is used in recruitment, information is also collected from such a partner that has a contractual relationship with the company.

7. Disclosure and transfer of personal data

The controller discloses personal data on job applicants to partners that have a contractual relationship with the company and that take part in recruitment. No data will be transferred outside the European Union or the European Economic Area.

8. Principles on the protection of the register

Procemex Oy ensures that all personal data is protected with adequate technical and organisational measures. If a partner that has a contractual relationship with the company is used in recruitment, Procemex requires the partner to ensure that the personal data is processed in accordance with valid regulations.

9. Storage period of personal data

Personal data collected during the recruitment process is stored for one year after the end of the search. The data will be erased after this if the person was recruited to work for the company. If the person is hired as an employee for the company, personal data relevant for the employment relationship will be registered and stored at Procemex, in accordance with valid requirements on data protection.

10. Rights of the data subject

The data subject has the right, at any time and in accordance with applicable legislation, to:

- obtain access to their own information and verify their own personal data processed by Procemex
- demand the rectification of inaccurate or incomplete personal data or the supplementation of personal data
- demand the erasure of their personal data
- object to the processing of their personal data
- demand the restriction of the processing of their personal data.

The data subject must submit a request concerning the exercise of any right mentioned above in accordance with section 11 in this privacy policy. Procemex may refuse to fulfil such a request on grounds laid down in applicable legislation. In such a case, Procemex will notify the data subject of the grounds for rejecting the request.

11. Contacts

The data subject must submit all requests concerning the exercise of the aforementioned rights, any questions on this privacy policy and other contacts, via e-mail, to niko.niemela@procemex.com, or by post to Procemex Oy, PL 306, 40101 Jyväskylä, Finland.

12. Right to submit a complaint to the supervisory authority

If the data subject finds that Procemex Oy has not processed personal data in accordance with applicable data protection legislation, the data subject has the right to submit a complaint to the appropriate supervisory authority or the supervisory authority of the Member State of his or her habitual residence or place of work.

13. Providing information about the register

Procemex Oy provides information about the register on the company's website.