

PRIVACY POLICY STATEMENT JOB APPLICANT REGISTER

1. Controller

Polttimo Group, HR Department, Niemenkatu 18, FI-15140 Lahti, Finland

2. Contact person

Annamaria Väli-Klemelä, HR Manager / Eija Elo, HR Assistant
Office-specific HR Specialists

3. Name of the register

Recruitment data register of the Polttimo companies

4. The purpose of processing the personal data

The purpose of the register is to maintain a file of the Polttimo Group's job applicants for the HR and recruitment supervisors.

The applicants can designate whether the application will be saved for 6 or 24 months or until a set date, after which the application will be deleted.

5. Content of the register

The job application forms include the following mandatory data: last name, first name(s), telephone number, e-mail address, and the date starting from which the person is available.

On a voluntary basis, the job applicant may provide more detailed personal data, as well as data regarding skills and work history, or any attachments.

6. Regular sources of information

Primarily, the register contains data entered by the job applicants themselves. Other information includes data related to the recruitment process, or received from sources of information provided by the job applicant. Other sources of information are used within the limits allowed by the law.

7. Regular destinations of disclosed data and whether the data is transferred to countries outside the EU or the European Economic Area

The data will be available to the Polttimo Group's HR Specialists and recruitment supervisors only. Data may also be made available to a personnel assessment service provider, if the applicant has approved the conduction of a personnel assessment. Data is disclosed to outsiders in conformance with applicable legislation. No data will be disclosed to countries outside the EU.

8. The principles of how the register is secured

The data is contained in an electronic register protected with a personal password. Recruitment supervisors are only allowed to see data concerning the persons who have applied for the job in question or, in the case of open applications, for a job within their respective area of responsibility. Physical material is printed only when needed. Paper printouts are destroyed immediately after use.

9. Right of access and rectification of data

If an applicant or a recruited person wishes to access data that relates to him or her, they should contact the HR Specialist of the office in question. If the applicant/recruitee wishes to rectify any erroneous data in the register, they should make a request to this effect and provide corrected documentation to the HR Specialist of the office in question, or to the Group's HR Manager.

This privacy policy statement has been updated on 8 July 2016 in a co-operation procedure with the employee representatives.