

PRIVACY NOTICE

Personal Data Act (523/1999) section 10§ & 24§

Date of drafting: 21/01/2019

1. Controller	Name Beneq Oy (FI19563372)
	Contact information Olarinluoma 9, 02200 Espoo, +358 9 7599 530
2. The person in charge and/or contact person	Name Manager, Human Resources Taina Holappa
	Contact information Olarinluoma 9, 02200 Espoo, p. +358 9 7599530
3. Name of the register	Recruitment register
4. The purpose for processing the personal data / the purpose for the use of a register	The purpose for the use of the register is to have relevant information of the job applicants for carrying out the recruitment process and making recruitment decisions.
5. Content of the register	In this register this following information may be handled if necessary: <ul style="list-style-type: none">- Personal basic information (name, birthday/id, phone number, e-mail address, home address)- Work history- Educational information- Reference information- Picture- Salary expectation
6. Regular sources of information	Information is collected from <ul style="list-style-type: none">- Job applicant applying for a position at Beneq
7. Regular destinations of disclosed	This information may be handed over to: <ul style="list-style-type: none">- ..

8. whether the data is transferred to countries outside the European Union or the European Economic Area	Nothing is transferred outside European Union or European Economic Area
9. The principles how the data file/register is secured.	<p>A. Manual register Manual (paper) versions are saved in locked cabinets and accessed only by authorized persons.</p> <p>B. Data register/ADP register The personal data contained in the register will be kept confidential. The use of the register is controlled by the controller in the organization and the access to the personal data register is restricted so that the information contained in the registry stored in the computerized system is accessible and entitled to use only the registrar's employees who have the right to do so. The data controller requires confidentiality and proper security of information from the IT service providers and commitment to the principles of the Personal Data Act. Computer systems are protected by the operating system security software. Access to the system requires each user from the registry to enter a username and password. The network and the hardware on which the registry is located are protected by a firewall and other appropriate technical measures such as encryption. The website protects the data with SSL or TLS 1.2 secure connection. Firewalls, virus protection, backups and other data protection systems are provided and maintained by Tibio who is our ICT vendor.</p>
10. Right of inspection	<p>The registrar keeps the registration statement available to the data subject. In accordance with Section 26 of the Personal Data Act, a registered person has the right to check the information contained in the register of himself or to know that the register does not have information about him. The controller at the same time informs the registered registry of the regular sources of information and where the registry information is typically used and disclosed.</p> <p>The controller shall provide such information upon request. The request for verification must be sent in writing as a separate document and signed to the person responsible for the register at: Manager, Human Resources Taina Holappa, Olarinluoma 9, 02200 Espoo, p. +358 9 7599530</p>
11. The right to demand correction of information	The registrar has the right to request correction, deletion and supplementation of incorrect information about him.