



RECRUITMENT REGISTER DESCRIPTION

Updated on 24th of June 2025

1. REGISTER CONTROLLER

Name: TalentAdore

City: Kerava

Address: Kumitehtaankatu 5, 04260 Kerava

Business ID: FI26571178

2. THE PERSON RESPONSIBLE FOR DATA PROTECTION

Name: Saku Valkama

Contact info: saku.valkama[at]talentadore.com

3. LEGAL BASIS FOR PROCESSING PERSONAL INFORMATION

Personal information is processed for the recruitment purposes of the controller. This includes receiving and evaluating job applications, managing the recruitment process, and maintaining communication with applicants. The processing is based on the actions required prior to entering into an employment contract and on the applicant's consent. Applicants may withdraw their consent by notifying the controller of their intention to do so. Anonymous statistical processing can be carried out based on the legitimate interests of the controller to improve recruitment practices.

4. WHAT DATA DO WE PROCESS AND WHY?

We process the following data of our job applicants in order to proceed with the recruitment process:

- Basic information such as name, birth date, and mother tongue
- Contact details such as email address, phone number, and home address
- Information regarding the position applied for, such as:
 - Type and nature of the employment
 - Contact persons related to the application process
 - Salary request
 - Possible starting date
- Other information relevant to suitability, such as:

- Educational background
- Employment history (e.g. previous employers, job duration, work tasks)
- Language and other special skills
- Description of personal characteristics
- Degrees, certificates, and evaluations
- References to portfolios or online profiles (e.g. LinkedIn)
- Referees
- Results and details of personal and suitability assessments (with your consent)
- Information gathered during the recruitment process, such as:
 - Notes from interviews and meetings
 - Video recordings of interviews or remote meetings (with prior notice and consent)
 - Status updates regarding progress or interruption of the process
- Photographs and any other information you provide voluntarily or that is publicly available for professional purposes (e.g. LinkedIn)

The purpose of processing your data is to manage our recruitment process effectively. We use this information to contact applicants and make well-informed decisions when filling positions.

5. FROM WHERE DO WE RECEIVE THE DATA?

We primarily collect data directly from you during the recruitment process. By submitting your application, you permit us to collect data from your LinkedIn profile and any referees you may provide. We may also receive applicant data via external recruitment consultants acting on our behalf.

6. ASSIGNING PERSONAL DATA

Personal data may be disclosed to third parties in the following cases:

- To comply with legal obligations
- To trusted service providers (e.g. the provider of the TalentAdore eHire system and assessment tools) acting on behalf of and under the supervision of the controller
- When necessary to safeguard the rights of the registrant, prevent fraud, or comply with requests from public authorities

7. DATA SECURITY AND PROTECTION

Personal data is stored on the service provider's servers, protected according to common industry practices. The collected and processed data is kept confidential and disclosed only to those who require it for their work or, confidentially and restrictively, to the data controller's clients based on service agreements. Access to personal data is protected by individual user IDs, passwords, and access rights. The only purpose of data processing in the recruitment system is to carry out recruitment measures. The service provider is responsible for technical and data security protection. Service provider personnel have signed confidentiality agreements and are committed to handling personal data securely, confidentially, and solely to provide the service. Personal data is also protected against unauthorized, unlawful, or accidental access through appropriate technical and organizational safeguards.

Personal data is generally processed only within the EU/EEA. In certain cases, data may be processed technically outside the EU/EEA. In such cases, the service provider ensures processing complies with GDPR requirements and that appropriate data processing agreements are in place.

8. FOR HOW LONG DO WE STORE YOUR DATA?

We store personal data for **three (3) years** after the recruitment process has ended. After this retention period, data will be deleted unless legal obligations or contractual agreements require a longer storage period.

9. THE RIGHTS OF THE REGISTRANT

You have the right to:

- Access and review your data
- Correct or update your data
- Request the deletion of your data
- Object to or restrict processing
- Transfer your data to another controller (data portability)

Requests should be directed to the data protection contact listed in section 2. If you believe your data protection rights have been violated, you have the right to file a complaint with the competent data protection authority in the EU or EEA.

10. WHO MAY YOU CONTACT FOR MORE INFORMATION ON THE RECRUITMENT PROCESS?

For more information on the recruitment process, you may contact **support@talentadore.com**, who will connect you with the right person.