

RECRUITMENT REGISTER DESCRIPTION

Updated on 26th of October 2023

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 being processed for the recruitment purposes of the controller. Operations included are processing and evaluating of job applications, managing the recruitment process and giving feedback and communication to job candidates among other things. Processing of personal information is therefore based on the actions needed prior to making an employment contract with the chosen candidate on behalf of the registrant. Personal information may also be used to process anonymous statistics. The usage of personal information in this case is based on the legitimate interest of the controller to develop his recruitment practices and processes.

4. Register informaton content

Following personal information is stored in order to carry out recruitment processes:

- Basic contact information such as name, email address and phone number;
- Resume, application later and other attachments; as well as
- Links to other online sources and other information as being input by the registrant. In addition, notes about the candidate can be made by persons working for the controller. The controller uses TalentAdore Virtual Recruitment Assistant (VRA) service to process, manage and receive job applications and handle communication through and in between recruitment processes.

5. Data sources

The register controller gathers personal information mainly from the registrant himself. Other personal data can be gathered with means described in section 4.

6. Assigning personal data

The controller can assign personal data to third parties in the following cases:

- In case of a legal obligation;
- To the entrusted service providers who maintain the VRA and handle personal data on behalf and under the supervision of the controller;

- and When the controller believes, that assigning the personal data is necessary in order to secure the rights of the registrant, in case of fraud or to fulfill a demand made by authorities.

7. Transmission of personal data outside of EU or EEA

Personal data shall not be transferred outside of the European Union or the European Economic Area.

8. Storing of information

Personal data shall be stored only for as long as it is necessary in order to carry out the purpose defined in this register description, per se 2 years after the recruitment process has ended. Personal data shall be removed after this period except in the case of a legal obligation or the contract between parties obligates the controller to store personal data.

9. Data protection

Personal data has been protected from unauthorized, illegal and accidental access with the appropriate technical and organizational measures.

10. The rights of the registrant

The registrant has the right to access his own data and inspect, correct and update his personal data. The registrant also has the right to ask his information to be erased, so that it will not be processed for the purposes described in this register description. The registrant has the right to move his personal data to another register, i.e. to receive his own personal data in an applicable format and transmit them to another controller. Above-mentioned requests can be made to the person responsible for data protection declared in section 2. If the registrant thinks that his rights have been violated, he shall have the right to complain to the international data protection authority or any other data protection authority in the European Union or European Economic Area.