

Privacy statement

1 Name of the register

Proxion Group's job applicant register

2 Controller

Proxion Oy
Ratamestarinkatu 7A
00520 Helsinki, Finland
Business ID: 1997513-1

Tel. +358 207 495 400
Email: info@proxion.fi

3 Contact person for register-related matters

Pia Haavisto
Proxion Oy
Tel. +358 40 596 8659
Email: pia.haavisto@proxion.fi

4 Purpose of processing personal data

The register is used for managing the Proxion Group's recruitment activities. The basis for processing personal data is the data subject's consent for storing their data.

5 Content of the register

The job applicant register consists of an electronic archive.

Data stored in the register:

- Person's name
- Date of birth and personal identity code
- Address
- Email address
- Photograph
- Information regarding the application process (application, CV)
- Possible information related to aptitude assessment
- Other information specified for the application process

6 Sources of data

The data in the register is mainly obtained from the data subjects. Information regarding aptitude assessments is obtained from the party conducting the assessments.

7 Disclosure of data

Data may be disclosed within the Proxion Group.

8 Transfer of data to third countries

No data in the register is transferred outside of the EU or the European Economic Area.

9 Principles of data protection

The controller organisation has established guidelines regarding the use of the register. The use of the electronic register requires a personal username and password. Access rights are given to those employees of the controller who need the data to do their work. All individuals with access to the register have signed a non-disclosure agreement as part of their employment contract.

The electronic register is located in a service maintained by the controller's service provider. The service provider is responsible for the technical maintenance and protection of the environment in accordance with the agreement between the parties.

10 Data storage period

The data is stored in the register for the duration of the recruitment process and for one year after the ending of the recruitment process.

11 Right of access, rectification and right to prohibit processing

The privacy statement is available on the Proxion website.

Data subjects have the right to access their data in the register. A free format request must be submitted to the contact person specified in section 3, either with a signature or comparable form of verification.

The controller will, on its own initiative or at the request of the data subject, rectify erroneous, unnecessary, incomplete or obsolete data. A free format request must be submitted to the contact person specified in section 3. It must be specified in the request which data is to be rectified and on what basis. The data will be rectified without delay.

Data subjects have the right to request the erasure of their personal data. The request must be submitted to the contact person specified in section 3, either with a signature or comparable form of verification. The controller will remove the personal data from the register within a reasonable time frame, after being personally requested by a data subject.

12 Supervisory authority

Data subjects have the right to submit data protection matters to the supervisory authority (Data Protection Ombudsman) for consideration.