

Teknoware Privacy Policy: Job applicants

1. DATA CONTROLLER

Company name: Teknoware Oy (here in after "Teknoware")
Business ID: 0149475-1
Address: Ilmarisentie 8, 15200 Lahti, Finland
Phone: +358 3 883 020

2. CONTACT PERSON IN MATTERS RELATED TO THE FILING SYSTEM

Name of contact person: Marjut Parviainen
Phone: +358 3 883 0215
Email: marjut.parviainen@teknoware.com

3. NAME OF FILING SYSTEM

Teknoware's job applicant register (here in after: "filing system")

4. PURPOSE FOR THE PROCESSING OF PERSONAL DATA

Personal data stored in the filing system are processed when selecting persons for vacancies at Teknoware.

5. CONTENT OF THE FILING SYSTEM

The filing system contains personal data stored in the system by job applicants (application form or its appendices):

- Personal data, including contact details
- Employment information, including information on current and previous employers and workplaces
- CV information, including training and work history

6. REGULAR DATA SOURCES

The regular data source is the job applicant.

7. DISCLOSURE OR TRANSFER OF DATA

Personal data and CV information may be transferred internally, if, when submitting the application, the person has given permission to use their application also in other recruitment than that for which they have submitted the application.

In accordance with the Privacy Shield agreement signed by Teknoware and the system supplier, the system supplier may transfer personal data outside the EU or EEA in accordance with the Data Protection Act for the purposes of the implementation of the service.

8. FILING SYSTEM'S PRINCIPLES OF PROTECTION

The job applicants' data are kept strictly confidential and stored in the system supplier's data centres located within the EU. The safety of the data centres is supervised at all times using the so-called follow-the-sun model.

The processing of data complies with the legislation on the processing, protection and disclosure of personal data.

9. RIGHT OF ACCESS, RIGHT TO PROHIBIT PROCESSING AND RIGHT OF RECTIFICATION

The data subject has the right to access the data concerning them and to demand that incorrect data in the filing system be corrected.

A request for access must be made in writing by a letter signed in person or to the data controller in person. A request for rectification must be made in writing and must be sufficiently specific; the request must include the name of the data subject, information on the incorrect data, and the corrected information. Requests are addressed to the filing system's administrator (see contact details in section 2).

Teknoware retains job applicants' data for six months after the submission of the application, after which the data are automatically removed from the system. The data subject has the right to request that their data be deleted from the filing system immediately after an unsuccessful job application process. If no request is made, the applicant's personal data will be deleted from the filing system after six months.

10. CHANGES TO THE PRIVACY POLICY

Teknoware is constantly developing its human resources processes and therefore reserves the right to change this Privacy Policy. Data subjects will be informed of any changes through the company's website. Changes may also be based on changes in legislation. Teknoware recommends that data subjects review the Privacy Policy regularly.