

# PRIVACY STATEMENT

Personal Data Act (523/1999), sections 10 and 24

Read the instructions before filling in the data file description. If necessary, add an appendix.

Date of preparation  
16 May 2018

<b>1a Data controller</b>	<p>Name Voimatel Oy (business identity code 1703917-1)</p> <p>Address Kapteeninväylä 5, 70900 TOIVALA, FINLAND</p> <p>Other contact details (e.g. telephone number during office hours, email address) Switchboard +358 (0)290 222 111</p>
<b>2 Contact person in matters related to the data file</b>	<p>Name Erja Turpeinen</p> <p>Address Kolamiilunkuja 8, 01730 Vantaa, Finland</p> <p>Other contact details (e.g. telephone number during office hours, email address) erja.turpeinen(at)voimatel.fi</p>
<b>3 Name of the data file</b>	<p>Voimatel's jobseeker database</p>
<b>4 Purpose of the processing of personal data</b>	<p>The data file is used to store key information on jobseekers, such as their personal information and data on their training, experience and expertise, to the extent justified for managing the Company's recruitment process. These details include the basic and contact data as well as the training, expertise and work history provided by jobseekers in their applications. Job applications may refer to specific jobs, or they may be open applications.</p> <p>The information provided by jobseekers will be retained for the period of time specified in their job application (3 months, 6 months, 1 year or 2 years). The jobseeker database will be subjected to regular cleaning, and applications will be removed from the system when the vacancies applied to by the jobseekers are no longer open and the permitted retention time specified in the application has expired. When the vacancy in question has been closed and the set period has expired, the personal information can no longer be identified.</p> <p>Voimatel Oy may collect personal information directly from applicants or, with their consent, also from other public sources of information. Voimatel Oy may also carry out background checks and keep the results for the duration of the recruitment process. Such personal data will only be stored on the grounds stated in this Privacy Statement.</p> <p>If the recruitment process leads to an employment contract, the personal information provided by that person during the process may be included in employee information and be used for other employment or work-related purposes or possibly for ability assessments and development plans for potential future assignments. The manner of processing such personal data is outlined in a separate data file description/privacy statement concerning the management of the personal information of Voimatel employees.</p> <p>By completing the Voimatel job application, you agree to our processing of your personal information in accordance with this Privacy Statement.</p>
<b>5 Content of the data file</b>	<p>The data file is used to store the personal and background information provided by jobseekers in their applications:</p> <ul style="list-style-type: none"> <li>- Personal and contact details: last and first names, street address, phone number, email, date of birth, personal identity code, sex</li> <li>- Training and qualifications, expertise and language skills</li> <li>- Work history/work experience (e.g. employers, job titles, start and end dates, job descriptions)</li> <li>- Any attachments (e.g. application letter, CV, certificates, photo)</li> <li>- Desired salary</li> <li>- Referees and permission to approach the referees</li> <li>- Where the applicant has heard of the job.</li> </ul>

<p><b>6</b> <b>Regular sources of data</b></p>	<p>Jobseekers enter their information in a job application which is stored in the jobseeker database using a software application. Their personal information can be collected in writing and orally only with their consent.</p> <p>Voimatel Oy may collect personal information directly from the applicants in writing or orally (e.g. interviews, surveys, aptitude assessments) and from public information sources with the consent of the person in question. Voimatel Oy may also carry out background checks and keep the results for the duration of the recruitment process.</p> <p>Such personal data will only be stored on the grounds stated in this Privacy Statement.</p>
<p><b>7</b> <b>Regular disclosures of personal data</b></p>	<p>Submitted information will not be handed over to third parties without the consent of the person in question. Submitted information may be handed over to authorities based on statutory requirements.</p> <p>Information in the data file will be treated with confidentiality. When storing and processing personal data, the company takes all necessary measures under applicable data protection laws to ensure that the personal data is protected in a proper manner. The recruitment system is provided by an external operator. Any personal data submitted in job applications is stored in the system of this service provider.</p> <p>The company will not disclose stored data to third parties without a special agreement.</p> <p>If you have any questions regarding our privacy policy, please contact: Tietosuoja, Voimatel Oy, Kapteeninväylä 5, 70900 Toivala, Finland</p>
<p><b>8</b> <b>Transfer of data outside the EU or EEA</b></p>	<p>No personal data will be transferred outside the European Union or the European Economic Area. A technical transfer of data outside the EU may be possible if the servers of systems used by us are located outside the EU or a person working outside the EU requests technical support.</p>
<p><b>9</b> <b>Data file protection policy</b></p>	<p>Any printed application forms and associated materials are handled by authorised users of the database according to the adopted privacy policy. Printouts are stored and destroyed in a proper manner at the end of the recruitment process. The material may not be disclosed outside the Voimatel Group.</p> <p>The service provider's database and files are protected by standard technical means used in electronic business. Files are physically stored on the secure servers of Enfo Oy, a service provider used by Voimatel Oy, to which Voimatel Oy's staff do not have physical access. We make sure that your data is handled, transferred and stored in accordance with the requirements of the General Data Protection Regulation, using adequate safeguards.</p> <p>Access to the information in the data file is restricted to the authorised users of the Voimatel service, including those who are entitled to view the stored data based on their position or duties. To view the information of data subjects, you must provide an individual user name and password. All the information in the data file is subject to secrecy.</p>
<p><b>10</b> <b>Right of inspection</b></p>	<p>Each person has the right to check his or her own data in the data file.</p> <p>Information can be viewed through the 'Applied jobs' link if that functionality is enabled. You can also send a signed request for information to <a href="mailto:recruitment@voimatel.fi">recruitment@voimatel.fi</a>. The information can also be presented in person.</p> <p>Persons must prove their identity reliably by means of a passport or other identity card.</p>

<b>11 Right to request the correction of information</b>	Persons have the right to request that any erroneous information concerning them be corrected or removed. They can correct the information themselves through the 'Applied jobs' link if that functionality is enabled, or a request for correction can be sent to rekrytointi@voimatel.fi.
<b>12 Other rights related to the processing of personal data</b>	Whenever processing personal data, we comply with the Personal Data Act and the requirements of the General Data Protection Regulation.