

CONTROLLER'S RECORD OF PRIVACY POLICY

Job applicants

1. Controller

Okmetic Oy
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Telephone: +358 9 502 800
Email: communications@okmetic.com
(later referred to as "Okmetic" or "Company")

2. Contact person responsible for register issues

Jaska Tuominen
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Telephone:
Email: jaska.tuominen@okmetic.com

3. Data protection officer DPO

Markus Virtanen
Piitie 2, 01510 Vantaa, Finland
Telephone:
Email: markus.virtanen@okmetic.com

4. Name of the register

Controller's record of privacy policy – Job applicants

5. The grounds for processing of personal data and legitimate interest

The grounds for processing personal data is Okmetic's legitimate interest to use the data in the recruitment procedure of Okmetic. In certain cases, processing of personal data is necessary to complete and execute employment agreement between Okmetic and the applicant. Okmetic may also, when national regulation so requires, request applicant to give consent to collect and process certain personal data. Consent may be requested e.g. in carrying out assessments of suitability. Personal data will be processed to receive and handle job applications, to select and evaluate applicants and to serve the needs of the recruitment procedure.

If job applicant has applied for work through web-portal provided by third party, privacy policy of the third party will apply. The aforementioned process may include handling and assessing of personal data to fill open vacancies and to inform job applicants of the results of recruitment procedure.

Processing may include screening of applicants with automated tools (based on search terms).

6. Content of the register

Okmetic processes in particular following data of applicants participating in recruitment procedure:

- basic information, such as name, date of birth, email address, phone number, home address;
- information of qualifications, such as education, work experience, rights and licenses, exams, certificates, curriculum vitae, applications, language skills;
- picture (if applicant has uploaded it);
- recommendations and basic information of the referee (such as name, title, email address, phone number);
- links to personal profiles in social media, such as LinkedIn (if applicant has uploaded them);
- videos of job interviews;
- data of assessments of suitability and comments of Okmetic's recruitment personnel;
- applied job and preferences;
- wage and reward information, salary expectation;
- other information provided by the applicant in application.

7. Regular sources of information

Okmetic will, as principle, collect personal data straight from the registered persons based on their applications. Within the limits of law Okmetic may collect information of the registered person also from other sources. If information is collected from other sources than the registered person, Okmetic will, as principle, request a consent from the registered person. These sources include e.g. necessary assessments of suitability carried out by third parties. Personal data may also be collected from referees named by the registered person.

Only the personal data necessary for the purposes mentioned in this policy will be recorded.

8. Disclosure

Data will not be disclosed to third parties.

9. Transfer of information outside EU/ETA -area

Okmetic may share personal data within Okmetic Group for the purpose of recruiting personnel to the Group within the limitations of applicable legislation. In these cases adequate level of protection is ensured by using EU Commission's standard contractual clauses.

10. Principles of protecting the register

Access to the register consisting of personal data is limited only to those company's employees, who are entitled to process the personal data as a part of their duties. Register has been protected with necessary technical and organizational measures. Each user has user-ID and password. Data is collected to databases, which are protected by firewalls, passwords and other technical means. The system and recovery copies as well as paper copies of data are situated in locked facilities and access to data is limited to persons, who are entitled to process the personal data as a part of their duties.

Personal data will not be used for automated decision making having judicial or corresponding effects to the registered person.

11. Rights of the registered person

Registered person may check his/her personal data and have incorrect data rectified or deleted with legitimate grounds. He/she may also withdraw or alter consent to process the data.

Controller may, on its own initiative or on the request of the registered person complete, rectify or delete incomplete, inaccurate or outdated personal data.

According to the General Data Protection Regulation registered person has right to resist the processing of the personal data or request restriction of processing of the data and to lodge a complaint of data processing with a competent data protection authority.

For special personal grounds registered person has the right also to object processing activities when grounds for activities is employment relationship. Person has to specify the special circumstances for which he/she objects the activities. Company may decline to observe the objection for grounds specified in law.

12. Retention of data

Okmetic actively processes personal data of the applicant during the recruitment procedure. After the procedure ends personal data is retained only for as long as is necessary to fulfill Okmetic's rights and responsibilities and to respond to possible demands, nevertheless for no more than two years after the recruitment decision. With the consent of the registered person, data may be retained for a period provided with a consent, e.g. for future recruitment procedures.

Necessary data will be transferred to employee register when applicant and Okmetic sign employment agreement. Personal data may be retained for a longer period, if law, statute or other administrative source requires it from Okmetic to fulfill its responsibilities.

13. Contacts

All contacts and requests concerning this Controller's record of privacy policy should be presented in writing or personally to the contact person named on point 2.

14. Changes

If Okmetic makes changes to this record of privacy policy, changes will be updated to this record.