



## [PH-Ateriakonserni's] privacy policy related to personal data and recruitment of employees

Updated on 23 March 2021

This privacy policy outlines how [PH-Ateriakonserni] collects and processes applicants' personal data.

### 1 Joint data controllers

Päijät-Hämeen Ateriapalvelut Oy (2828895-8) and Ateriasisko Oy (3185839-2), which are part of the same group ('PH-Ateriakonserni').

Each [company in PH-Ateriakonserni] is responsible for data processing in its own operations pursuant to the purposes and legal grounds specified in this privacy policy and may process personal data collected by other [companies of PH-Ateriakonserni] for the same purposes.

### 2 Contact information for matters related to privacy:

Päijät-Hämeen Ateriapalvelut Oy / privacy matters

Askonkatu 9 E, 15100 Lahti

[tietosuoja@paijatateria.fi](mailto:tietosuoja@paijatateria.fi)

### 3 For what purposes and on what grounds do we process your data?

The purpose of data processing is recruitment of personnel for [PH-Ateriakonserni]:

- Receipt, processing and storage of job applications
- Preparation of the employment contract between the applicant and the company
- Storage of the job application for recruitment purposes

The processing of your data as an applicant is based on [PH-Ateriakonserni's] legitimate interests, such as the job application you submitted, the recruitment process, aptitude and suitability testing performed with consent from you, and information collected from the references provided by you. In addition, personal data is processed to enable measures preceding the preparation of the employment contract between the applicant and the company.

### 4 What kind of personal data do we process and where do we collect it from?

We process the following data on applicants required for the recruitment process and tasks:



Päijät-Hämeen  
ATERIAPALVELUT

- Identifying information: first and last names
- Contact information: address, phone number, email address
- Information required for aptitude and suitability testing: Information related to the application and CV, such as work experience, qualifications, competencies, elected positions, job certificates
- Information on the matters and special skills required for the position in question
- Information related to the interview and tests
- Information on the references
- Information available publicly, including on LinkedIn and other social media services (with consent from the applicant)
- Any other information provided by the applicant, such as a photograph

The primary source of the data saved in the register is the applicant. Additionally, data saved during the recruitment process is stored in the register. Other sources of information are used to the extent permitted by legislation.

#### 5 Which parties do we disclose data to and do we transfer data outside the EU or the EEA?

As a rule, personal data is not disclosed to parties outside [PH-Ateriakonserni] or transferred outside the EU or the EEA.

We use external service providers for the management of the data. We may also use external service providers for the realisation of aptitude and suitability testing and the recruitment process. In this case, the service providers only process the data to the extent that is necessary for the provision of the service, for example in connection with the system maintenance or troubleshooting.

#### 6 How do we protect the data and how long do we store it for?

The material is stored in electronic format in a management system. The right to access the data is restricted to specific people to the extent required for the performance of their tasks. All the people that use the data in the register are bound by a confidentiality agreement. We sign data processing agreements with subcontractors that process data to ensure data protection.

Applicants' personal data pertaining to open job applications is stored for 12 months from the submission date. Otherwise, applicants' data is stored for two years after the end of the recruitment process. The necessary data is transferred to the employee data register when the company and the applicant sign an employment contract.

With your consent, we may store your data for longer for the purposes of future recruitment or substitute work, for example.

## 7 Your rights as a data subject

Requests related to the rights of data subjects must be delivered to the address provided in section 2. As a data subject, you have the following rights:

You have the right to access your data and to request its rectification or erasure

- You have the right to inspect the data pertaining to you stored in the register and the right to request the rectification or erasure of data pertaining to you.

The right to revoke consent

- You have the right to revoke the consent you gave for the processing of your data at any time. Revoking the consent does not have any impact on the legality of data processing performed before you revoked the consent.

The right to object to and restrict the processing of your data

- You have the right to object to or restrict the processing of your data or request the transfer of your data.

The right to lodge a complaint with a supervisory authority

- You have the right to lodge a complaint with a supervisory authority in the EU country of your permanent residence or employment or where the alleged violation of your rights occurred if you believe that your data has been processed in violation of the EU's General Data Protection Regulation.