



PH-Ateriapalvelu – Privacy notice related to the processing of employee data and recruiting

Updated 31 August 2023 Updated 1 June 2026

This privacy notice outlines how we, at PH-Ateriapalvelu, collect and process job applicants' personal data.

1 Data controller

Päijät-Hämeen Ateriapalvelut Oy (2828895-8)

Contact details in privacy matters

Päijät-Hämeen Ateriapalvelut Oy / Privacy matters

Niemenkatu 73 B , 15140 Lahti

tietosuoja@paijatateria.fi

2 For what purposes and on what basis do we process your personal data?

The purpose of processing personal data is the recruitment of personnel for PH-Ateriapalvelu:

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

The processing of your information as a job applicant is based on PH-Ateriapalvelu legitimate interest, such as the job application you submit, the recruitment process, personal and aptitude assessments performed with your consent, and information collected from the references you provide. In addition, personal data will be processed between the company and the job applicant selected for the position for measures to be taken before concluding an employment contract.

3 What type of information is collected and where do we collect personal data from?

We process the following personal data about the job applicant that is necessary for the recruitment process and the job:

- Basic information: first and last name
- Contact details: address, phone number, e-mail address
- Information used in evaluating suitability and competence: information related to the job application and cover letter, such as work experience, information on education, skills, work certificates

- Information on specific experience and other requirements for the applied position and special skills e.g. hygiene passport
- Information attained during the recruitment process, such as information regarding interviews and assessments
- Information on references
- Publicly available information such as in LinkedIn or other social media services with the job applicant's consent
- Other possible information provided by the job applicant, such as photograph.

Primarily we collect personal data from you or based on your consent received from references or assessments. In addition, the information consists of information stored during the recruitment process. Other sources of information are used within the limits allowed by the applicable legislation.

4 Do we share your personal information and may information be transferred outside the EEA?

We do not primarily disclose your personal data outside PH-Ateriapalvelu and we do not transfer your personal data outside the EEA.

We use external service providers to manage personal data. In addition, we may use external service providers in conducting personality and aptitude assessments as well as in carrying out the recruitment process. In this case, the service providers process personal data only to the extent that is necessary to provide the service in question.

5 How your personal information is protected and how long we process information?

The material is stored in electronic format in a management system. The right to access the data is restricted to specific personnel to the extent required for the performance of their duties. The personnel that handle the data in the register are bound by an obligation of confidentiality. We make data processing agreements with subcontractors that process personal data in order to ensure appropriate data protection.

Job applicants' personal data regarding open job applications will be stored for 12 months from the submission of the application. Otherwise, applicants' personal data will be stored for two years after the end of the recruitment process. The necessary information is transferred to the employees' personal data register when the company and the job applicant conclude an employment contract.

With your consent, your personal data may also be stored for a longer period, for example for future recruitment processes or for placements.

6 Your rights as a data subject in relation to data processing

Requests regarding data subjects' rights are to be sent to the address mentioned in section 2. As a data subject you are entitled to the following rights:

- The right of access and the right to request rectification and deletion of data
 - You are entitled to obtain information of your personal data processed by PH-Ateriapalvelu. You have also a right to inspect the personal data concerning yourself, which is stored in the register, and a right to require rectification or erasure of your data.
- The right to withdraw consent
 - When the processing of information is subject to your consent, you may withdraw your consent at any time. Withdrawing your consent does not affect the lawfulness of processing before the withdrawal of the consent. You can also withdraw your consent by sending information about it to the address rekrytointi@pajatatateria.fi.
- The right to object and the right to restrict processing
 - You have right to object processing or request restricting processing to the extent required by applicable data protection law. You may also request the personal data collected based on your consent and concerning you to be transmitted to another controller in a case where the data is in machine-readable and transferable format.
- The right to lodge a complaint with a supervisory authority
 - If you consider that the processing of personal data relating to you infringes the data protection regulation, you have the right to lodge a complaint with a supervisory authority. You may lodge your complaint in the EU Member State of your habitual residence, place of work or place of the alleged infringement.