

Job Applicant Customer Privacy Statement

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1 Controller

Eezy Henkilöstöpalvelut Oy (hereinafter referred to as "EEZY")
Business ID: 2632054-7
Satakunnankatu 24 A, 33210 Tampere, Finland
Tel.: +358 3 31229200

2 Contact details of the person responsible for data protection

Attorney Otto Michelsen
c/o Eezy Kevytyrittäjät Osk
Tel.: +358 (0)9 4242 1559
E-mail: tietosuoja@vmp.fi

3 Privacy statement description

This privacy statement in accordance with Articles 13 and 14 of the General Data Protection Regulation (679/2016/EU) and the Finnish Data Protection Act (1050/2018) describes how the controller processes the personal data of job applicant customers.

4 Personal data to be processed

The following personal data categories are collected and processed of the data subjects:

A person's basic data, such as first and last names, contact details and citizenship.

Education information, such as degrees, special skills, competence, language skills etc.

Work experience, for instance work permits, work history and references.

Data related to job search and employment, such as job search status, wishes about the workplace, possible data related to personal and suitability assessments, photograph and availability data, and information required for a possible safety assessment and possible interests related to the job search.

Other data related to the handling a job search customer relationship, such as information about one's driving licence, data related to public administration service production, responses to customer experience surveys related to the development of operations, any possible usernames at EEZY's online services (for instance, discussion forum or live chat service), information about communication permits and data related to offering additional services.

Changes to the data of the data subject's above-mentioned individualised personal data categories.

5 Regular sources of personal data

The personal data about the job applicant is primarily collected from the job applicant, from different services used by the data subject, such as the eezy.fi job application form, the CV profile in the service and other feedback forms. With the job applicant's consent, personal data may be collected and updated also from other sources, such as the controller's partners or companies and public authorities offering services supporting the job search (for instance, Fonecta).

The job applicant's personal data may also be collected and updated also without the consent of the data subject in situations allowed by the legislation.

6 Purpose and legal basis for the processing of personal data

The controller processes the job applicant's personal data to handle matters related to the recruitment process. In this case, the legal basis for the processing of personal data is fulfilling the employment contract and carrying out measures taking place before signing the employment contract at the request of the job applicant.

In addition, personal data is processed for realising the controller's job applicant communications. Communications may be targeted at job applicants, for instance, electronically, such as with an e-mail newsletter. The processing of personal data is based on the controller's legitimate interest to notify the job applicants of the controller's topical issues and offer benefits and information about job searches, working life and various work tasks. The job applicant has the right to forbid job applicant communications in a way that best suits them:

- by clicking the cancel the subscription link in the customer message/newsletter
- or by contacting their own contact person at EEZY
- or by sending an e-mail to asiointi@vmp.fi
- or by making use of the ban right in the service's CV profile.

The legal basis for the processing of personal data is the legitimate interest created by handling the job application process and related fulfilment of the contract.

7 Disclosure and transfer of personal data

With the job applicant's consent, the personal data necessary for the job search may be disclosed to such employer customers that have open positions for which the job applicant is a candidate. In addition, the job applicant's data may be disclosed to companies of the EEZY Henkilöstöpalvelut Oy for purposes promoting employment.

In addition, personal data may be disclosed to such partners of the data subject that process personal data on behalf of the controller and instructed by the data controller. In these cases, the data controller's partner does not have the right to process the personal data on behalf of itself.

In addition, personal data of job applicants may be conveyed to Eezy Henkilöstöpalvelut Oy companies for the purposes of promoting employment upon the consent of the applicant.

Primarily, data is not transferred to locations outside the member states of the European Union or the European Economic Area unless necessary for the technical implementation of the data processing or the purposes of the processing of personal data. In these cases, the requirements of the data protection legislation will be complied with in the transfer of data.

8 Protection of personal data

The controller implements the appropriate technical and administrative data privacy measures for the protection of personal data. Personal data is stored in both electronic databases and manually maintained materials. Electronically processed databases are protected using firewalls, passwords and other technical measures generally accepted in the field of data privacy. Manually maintained and processed materials are located on premises with no unauthorised access.

Personal data may only be accessed by the specifically defined and identified people whose work performance requires the processing of personal data stored in the register. These people may access the system using their personal login credentials to the controller's internal network. Each user has signed a special login credential and confidentiality agreement.

9 Retention period of personal data

The job applicant's personal data is stored only for as long as is required for the implementation of the purposes specified in this privacy statement, and for a maximum period of one year after the job search or recruitment process has ended. The retention period of one year is based on the periods for filing a suit applied at the time of employing, such as the period for filing a suit as specified in the Act on Equality between Women and Men.

10 Rights of the job applicant

As the data subject, the job applicant has the following rights guaranteed by the data protection legislation:

1. The job applicant has the right to ask the data controller for access to their personal data and the right to ask for the said data to be rectified.
2. The job applicant has the right to request the erasure of personal data pursuant to and within the limits of the data protection legislation. The job applicant's request to erase personal data for the controller's system during the job search process also means that the job search process is discontinued for the said job applicant.
3. The job applicant has the right to data portability or the right to receive their personal data in a structured and generally used format and transfer them to another controller pursuant to and within the limits of the data protection legislation.
4. The job applicant has the right to request the restriction of the processing of personal data and to object to the processing of personal data pursuant to and within the limits of the data protection legislation.
5. The job applicant has the right to file a complaint with the local data protection authority (in Finland, [the Data Protection Ombudsman](#)) or another data protection authority in the European Union or the European Economic Area if the job applicant

sees that the statutory rights related to the processing of their personal data have been breached.

Exercising the rights in sections 1–3 hereinabove can be done in the eezy.fi service using personal login credentials. You can view, edit, store and transfer your personal data when you are logged in the eezy.fi service. If the above-mentioned actions are not possible due to a technical or another reason, the request for rectifying personal data must be individualised so that the error in the personal data may easily be observed and rectified by EEZY.

Alternatively, the job applicant may address the requests of exercising their above-mentioned rights to the contact person in charge of data protection.

11 Changes to the privacy statement

The controller continuously develops its business operations and, therefore, reserves the right to change this privacy statement by notifying about it in its services and on its website at <https://eezy.fi/tietosuoja/>. Changes may also be based on changes in the legislation. The controller recommends that the job applicants check the content of the privacy statement regularly and from time to time again.