

# Data protection Policy of the Recruitment Register

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Updated 25.4.2022.

## DATA PROTECTION

This is a privacy policy that fulfils the obligation to inform registered jobseekers in accordance with Article 13 of General Data Protection Regulation (EU) 2016/679, (GDPR).

## CONTROLLER

Korkia Oy (Business ID 3225207-7) (hereinafter referred to as "**Korkia**") on its own behalf and on behalf of companies belonging to the same group.

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Website: [www.korkia.fi](http://www.korkia.fi)  
Contact person: Compliance and legal unit  
Email: [legal@korkia.fi](mailto:legal@korkia.fi)

## NAME OF THE REGISTER

Korkia Group Recruitment Register (hereinafter referred to as "**the recruitment register**")

## PURPOSE OF PROCESSING PERSONAL DATA

Korkia processes the personal data of applicants for work in the Korkia Group in the recruitment register for recruitment purposes. The processing of personal data is based on the Article 6 of the GDPR **(1)** Korkia's legitimate interest in processing jobseekers' job applications and organising recruitments or **(2)** the consent of the job seeker.

## WHERE IS PERSONAL DATA OBTAINED FROM?

Korkia obtains the information from the recruitment register primarily from the job seeker himself or herself. Korkia receives information related to the processing of the application from the Korkia Group employees and potential subcontractors involved in the recruitment.

## WHAT IS THE BASIS FOR THE DISCLOSURE OF PERSONAL DATA?

Job seekers are not legally obliged to provide personal data in connection with recruitment. Incomplete transmission of personal data may affect the progress of recruitment.

## TRANSFER AND DISCLOSURE OF PERSONAL DATA

Information from the recruitment register will be disclosed to other companies in the Korkia Group and to potential subcontractors involved in the recruitment process. These entities are bound by the same obligations of confidentiality, processing of personal data and other obligations as Korkia.

## TRANSFER OF PERSONAL DATA OUTSIDE THE EU

Korkia may only transfer personal data outside the European Economic Area **(1)** on the basis of the customer's consent or **(2)** if Korkia has statutory right or obligation to do so.

## STORAGE OF PERSONAL DATA

Korkia stores open applications and related personal data for twelve (12) months from the date of submission of the application to Korkia. Korkia retains six (6) months of job applications and related personal data for a specific task from the date of submission of the application to Korkia.

## RIGHTS OF THE DATA SUBJECT

The data subject has the right to:

- request access to the personal data of Korkia concerning him or her,
- request rectification, erasure, restriction of processing, object to processing or the right to transfer data from one system to another, and
- withdraw consent to the processing of personal data concerning him or her.

The data subject may send a request related to the exercise of these rights to Korkia in writing or electronically to the address indicated at the beginning of this privacy policy.

## COMPLAINT TO THE SUPERVISORY AUTHORITY

The data subject has the right to lodge a complaint with the supervisory authority. The supervisory authority in Finland is the Data Protection Ombudsman.

## Office of the Data Protection Ombudsman

Address: Lintulahdenkuja 4, 00530 Helsinki  
Website: [www.tietosuoja.fi](http://www.tietosuoja.fi)  
Email: [tietosuoja@om.fi](mailto:tietosuoja@om.fi)