

Recruitment register - privacy policy

Creation date	19.8.2021
Data controller	<p>A shared register with the following controllers:</p> <p>Suomen Kaukokiito Oy, Kuljetusliike Taipale Oy, Kuljetusliike Kantola & Koramo Oy, Kuljetusliike Y. Auramaa Oy, Kuljetusliike Ilmari Lehtonen Oy and Kaukokiito Henkilöstö Oy.</p> <p>Responsibilities Recruitment system: the agreement with Talentadore Oy is prepared by Suomen Kaukokiito Oy/Sundstedt, who is also responsible for the communication with the supplier.</p> <p>Data processing: Each company is independently responsible for their data processing in accordance with the laws and regulations, for sufficient guidance and training for their personnel as well as for costs arising from possible deviations.</p>
Contact person in matters related to the filing system	<p>Shared contact point: Suomen Kaukokiito Oy M. Viitala Teollisuustie 7, 33330 Tampere, Finland tel. +358 (0)10 5100 tietosuoja@kaukokiito.fi</p> <p>This Privacy Statement is maintained by and under the responsibility of Suomen Kaukokiito Oy. Data subject requests sent to this address will be directed forward to the correct company for processing. The customer will receive the answer from the shared contact point.</p>
Name of filing system	Recruitment register
Purpose of personal data processing	<p>The controller collects and processes personal data to perform recruitment activities and promote the employment of the personnel. The processing of the personal data is based on the legitimate interest and the candidate also provides their consent to the processing of the sent personal data by sending their application.</p> <p>A background clarification concerning the job applicant, pursuant to a separately issued written consent, may be commissioned if there are grounds for commissioning the background clarification based on the work tasks. Such work tasks include, for example, handling of air cargo.</p> <p>A suitability assessment concerning the job applicant, pursuant to a separately issued written consent, may be commissioned if there are grounds for commissioning the suitability assessment based on the work tasks. The suitability assessment is always performed by a certified and reliable operator.</p> <p>By sending the job application to Kaukokiito or filling out Kaukokiito's open application, the applicant gives consent to the processing of their personal data in accordance with this Privacy Statement.</p>
Legitimate interest basis	<p>The processing of the data is based on the legitimate interest. With the help of the provided personal data, the job applicant can improve their chances of finding employment. The applicant can withdraw their data by reporting this to: tietosuoja@kaukokiito.fi</p>
Categories of personal data in question	The data in the recruitment register is used only for recruitment purposes.

Recipients and recipient groups	<p>When recruiting, the controller collects personal data to the TalentAdore VRA recruitment system.</p> <p>The controllers of the shared register only process applications sent to their respective companies as well as possible open applications and personal data included in them. While processing, each company complies with the Data Protection Act (1050/2018) and the General Data Protection Regulation (679/2016). There is a separate data protection agreement between the controllers of the shared register.</p> <p>Personal data is processed by persons participating in the controllers' recruitment as well as possible third parties selected to participate in the recruitment by the controller, where applicable.</p> <p>In addition, personal data is processed by the controller's service provider, which provides the controller with the technical platform for implementing the recruitment. Other possible processors of personal data include, for example, different auxiliary recruitment systems.</p>
Concent	<p>The processing is based on the legitimate interest. Consent is not required.</p>
Data content of filing system	<p>The personal data register includes the following information:</p> <ul style="list-style-type: none"> - First name and last name of the person - Date of birth - Email address - Postal address - Telephone number - Work history - Education information Possibly also: - Picture - Reference information - Demonstration of skills <p>Possible preferences of the applicant:</p> <ul style="list-style-type: none"> - Form of the employment relationship - Working hours - Working location - Salary requirement <p>Also possible additional information essential for the recruitment or other information provided in the application by the applicant.</p>
Regular data sources	<p>The data in the register is provided by data subjects (applicants) themselves.</p> <p>Upon the applicant's consent, information can also be obtained from other sources, such as from a referee or authorities.</p> <p>A suitability assessment may also be commissioned with the applicant's separate consent.</p> <p>A security clearance may also be commissioned with the applicant's separate consent if the job description requires this.</p>
Storage time	<p>As a rule, the data in the recruitment register is retained for twelve (12) months from the recording date of the application. In certain situations, the personal data may be retained for a longer period. In such a situation, a separate consent for retaining the data for a longer period is requested from the applicant.</p> <p>In Talent Community, personal data is always stored for twelve (12) months at a time.</p>
Regular disclosure of data	<p>The data in the register is only disclosed to the processors of the register and to parties which are essential for the recruitment.</p>
Transferring data outside	<p>Personal data is mainly processed in the EU/EEA area.</p>

the EU or the EEA	In certain situations, personal data may be technically processed also outside the EU/EEA area. In such a case, the service provider ensures that the personal data is processed in accordance with the requirements of the General Data Protection Regulation and that the processing pursuant to the Regulation is agreed upon with data processing agreements required by the Regulation.
Filing system's principles of protection A: Manual material	Personal data is mainly stored and processed electronically. Individual applications printed to support recruitment are stored out of the reach of unauthorised persons and the copies are disposed of after the recruitment process.
Filing system's principles of protection B: Electronically processed functions	<p>Personal data is stored on the service provider's servers, which are protected in accordance with the common practices in the sector, the provisions and principles of the Data Protection Act and the orders of the authorities. The servers are located in the EU area. The data is mainly stored and processed electronically.</p> <p>The collected and processed personal data is kept confidential and not disclosed to anyone other than those who need them in their work or confidentially and in a limited manner in accordance with service agreements to the controller's customers.</p> <p>Access to personal data is safeguarded with user-specific IDs, passwords and access rights. The data in the register is only accessed by those who participate in the recruitment process. If the person has saved personal data in the controller's recruitment system, the only purpose of the data processing is to serve the measures required by the recruitment.</p> <p>The service provider is responsible for the technical and secure protection. For example, the service provider may be forced to process personal data in connection with technical clarifications. The employees of the service provider have signed non-disclosure agreements and undertaken to process personal data in a secure and confidential manner and only for the purpose of providing the service.</p>
Rights of the data subject	<p>According to the General Data Protection Regulation (GDPR), data subjects have the right</p> <ul style="list-style-type: none"> to obtain information on the processing of their personal data to access to their data to rectification of their data to the erasure of their data and to be forgotten to restrict the processing of their data to data portability to object to the processing of their data not to be subject to a decision based solely on automated processing. <p>The data subject has the right to request the restriction of the processing of their data; for example, if the personal data contained in the register is incorrect. Contacts: tietosuoja@kaukokiito.fi</p> <p>The data subject has the right to access their personal data and request the rectification or disposal of their personal data. The requests can be submitted to the register contact person.</p> <p>If the person acts as the contact person for a company or organisation, the personal data cannot be removed during this period.</p>
Cookies	<p>We use cookies on our websites. A cookie is a small text file sent to and saved on the user's computer. Cookies do not damage users' computers or files. The primary purpose of cookies is to improve and adapt the visitor's user experience on the website as well as to analyse and enhance the functionality and content of the website.</p> <p>Data collected by cookies can also be used for marketing and targeting the</p>

marketing as well as for marketing optimisation. A visitor cannot be identified solely on the basis of cookies. However, data collected by cookies can be linked to other information obtained from the user in other contexts, such as when the user fills out a form on our website.

Cookies are used to collect the following information:

- visitor's IP address
- time of the visit
- browsed websites and times of visiting
- visitor's browser

Your rights

Users visiting our website can, at any time, disable the use of cookies by changing their browser settings. Most browsers allow the disabling of cookies and erasure of already saved cookies.

Disabling cookies may affect the functionality of the website. GOOGLE ANALYTICS

Statistical information on the use of our website is collected by the Google Analytics service.

The purpose of this is the website's monitoring, development and marketing planning. The information of an individual user or person cannot be identified from the collected data.

The website also uses Google Analytics Demographics to collect target group- and theme-related information, such as the user's age, gender and interests. Settings related to the collection of this information can be changed through your own Google account at <https://www.google.com/settings/ads>

If you wish, you can disable Google Analytics tracking through the Chrome browser add-on.

Information source	
Automatic processing and profiling	The personal data in the register is not used for automatic decision making; recruitment decisions are always made by a person.
Right of access	<p>Data subjects have the right to access the information that has been registered about them. The right of access request must be submitted in writing by contacting the company's customer service or register contact person in Finnish or in English. The right of access request must be signed.</p> <p>The data subject has the right to prohibit the use and disclosure of their information for direct advertising, remote selling, direct marketing as well as marketing and opinion research. Contacts: tietosuoja@kaukokiito.fi</p>
Right to lodge	<p>If you deem that your personal data has been processed in breach of the General Data Protection Regulation, you have the right to lodge a complaint with the supervisory authority.</p> <p>The complaint can be lodged also in the Member State where you have your permanent place of residence or workplace.</p> <p>Contact details of the national supervisory authority: The Office of the Data Protection Ombudsman PO Box 800, Ratapihantie 9, 00521 Helsinki, Finland tel. +358 (0)29 566 6700 tietosuoja@om.fi https://tietosuoja.fi/en/home</p>
Right of portability	For the parts that the data subject has provided data to the customer register and the data processed based on the data subject's consent or assignment, the data subject has the right to receive this kind of data and

	also the right to transfer this data to another controller.
Right to rectification	<p>Personal data saved in the register which is incorrect, unnecessary, incomplete or outdated in terms of the purpose of the processing must be rectified, removed or supplemented.</p> <p>The personally signed request for rectification must be submitted in writing to the company's customer service or the contact person of the personal data register.</p> <p>The request must specify which data is requested to be rectified and on what grounds. The data is rectified without undue delay.</p> <p>The rectification of the data is reported to the party from which the incorrect data was obtained or disclosed to. The person responsible for the register provides a written certificate of the refusal to rectify the data, which states the reasons for the refusal. The party concerned may refer the refusal to the Data Protection Ombudsman for a decision. Contacts: tietosuoja@kaukokiito.fi</p>
Other rights related to the processing of personal data	The data subject has the right to prohibit the disclosure and processing of their data for direct marketing and other marketing, the right to request for the anonymisation of their data, where applicable, and the right to be forgotten after the termination of the employment relationship.