

# PRIVACY STATEMENT

Data Protection Statement in accordance with Articles 13 and 24 of the Data Protection Regulation (679/2016/EU) and the Data Protection Act (1050/2018)

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## REGISTRANT

Staffing and recruitment agency Kipinä Oy  
2125453-6  
Pispalan Valtatie 139, 33270 Tampere  
+358 400 403 242

Contact person responsible for register's matters  
Juha Kivimäki  
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## NAME OF THE REGISTER

Job seeker register

## PURPOSE AND LEGAL BASIS OF PERSONAL DATA PROCESSING

The registrant processes the personal data of the job seeker, which the registrant or its subsidiaries need in the recruitment and placement of employees. The job seeker can direct the application to the targeted job or leave an open application. The legal basis for the processing of personal data is possible measures prior to concluding an employment contract. The job seeker gives his/her consent to the processing of personal data by accepting the privacy statement.

## SOURCES OF PERSONAL INFORMATION

The information stored in the register is obtained from job seekers, who enter it in the Likeit system on the registrar's [www.kipina.net](http://www.kipina.net) website, possibly together with a resume. Information is also stored from personal data and resumes from the registrar's agent network.

## GROUPS OF REGISTERED PERSONS AND PROCESSED PERSONAL DATA

Registered persons are persons who have applied to the Staffing and recruitment agency Kipinä Oy or its subsidiaries = job seekers.

The categories of processed personal data are:

- The person's basic information; for example name, contact information and nationality
- Education information; for example degrees, certifications and special skills
- Work experience; for example work history and references
- Other information related to the job search; for example, a separate application and photo

## PERSONAL DATA RECIPIENTS AND RECIPIENT GROUPS

The registrant can hand over personal data to other companies in the business group. Personal data can also be disclosed to client companies for which the job seeker is a candidate.

### **RETENTION PERIOD OF PERSONAL DATA**

Information is kept in the register for two (2) years or until the registered person withdraws his/her consent to data processing.

### **REGISTER'S PROTECTION PRINCIPLES**

The register is protected by both technical and administrative data security measures. Personal data is stored in the Likeit system and the system supplier has protected it with commonly accepted technical means in the industry, such as firewalls and passwords.

Personal data can only be processed by the employees of the registrant or its subsidiaries, whose job description includes their processing. These people have personal user IDs and access rights to use the system.

### **REGISTERED PERSON'S RIGHTS**

The registered person has the following rights according to data protection legislation:

- The registered person has the right to request from the registrant access to personal data concerning him/her and the right to request that the data in question be corrected
- The registered person has the right to request the deletion of personal data
- The registrant has the right to transfer the information he/she has provided from one system to another
- The registered person has the right to request the restriction of the processing of personal data and to object to the processing of personal data
- The registered person has the right to file a complaint with the supervisory authority if he/she considers that the processing of his/her personal data is not in accordance with the law.

Requests must be sent in writing and signed to the register's contact person.