

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

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Contact person responsible for register's matters

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NAME OF THE REGISTER

Employee register

PURPOSE AND LEGAL BASIS OF PERSONAL DATA PROCESSING

The registrant processes the employee's data in order to manage the employment relationship and the employer's obligation. Personal data can also be used for reporting and various communication with employees.

The legal basis of the register is the legitimate interest arising on the basis of the employment relationship between the registered or its subsidiary and the employee, and tasks related to the employer's obligations defined by legislation.

SOURCES OF PERSONAL INFORMATION

The information stored in the register is primarily obtained from the employees themselves, who provide it on separate forms and resumes. The register also stores information about tasks during the employment relationship and their duration.

GROUPS OF REGISTERED PERSONS AND PROCESSED PERSONAL DATA

The registered persons are the persons who work at the Staffing and recruitment agency Kipinä Oy or its subsidiaries.

Categories of processed personal data:

- The person's basic information; for example name, contact information and nationality
- Education and work experience information; for example degrees, special skills and work history
- Information related to salary payment; for example account number, tax card information and observed collective agreement
- Details of assignments; for example, dates, client and work assignment
- Working time information; for example, hourly records and time bank

PERSONAL DATA RECIPIENTS AND RECIPIENT GROUPS

The registrant can hand over personal data to other companies in the business group. Personal data can be disclosed to the authorities as permitted and required by legislation or with the data subject's own consent, or to other organizations that manage matters related to the employment relationship, such as occupational health services. With the consent of the registered person, personal data necessary for the employment relationship can be disclosed to a customer for whom the employee is hired.

RETENTION PERIOD OF PERSONAL DATA

Personal data is kept in the register for a maximum of 10 years, which is based on, for example, the obligation of the Employment Contracts Act to provide the employee with a work certificate.

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.