

Modified
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Recruitment register

Privacy policy

Registrar

Riihimäen kotikulma Oy (0592797-2)

Hämeenkatu 20

11100 Riihimäki

Contact person for matters concerning the register

Sanna Eskelinen

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Registrar

Recruitment register

Date of preparation

2025-04-29

Legal basis for processing

Legitimate interest

Purpose of processing personal data

The purpose of the register is the recruitment of the company's personnel. The recruitment register has been established for the purpose of recruiting employees for the register holder.

The register holder has the right to use subcontractors to manage the recruitment process. In this case, personal data may be transferred to subcontractors to the extent necessary to provide the services (e.g. to store data on a server managed by a third party on behalf of the Controller).

In the case of personality tests, psychological assessments and similar, the legal basis for processing is the consent of the data subject.

Basis of legitimate interest

A job seeker (and employee) can reasonably expect that their personal data will be processed for the purposes described in the statement, and the processing is justified on the basis of a balance between the interests of the controller and the data subject, as the impact of the processing on the data subject is favorable (processing of personal data related to recruitment) and the processing is subject to measures that protect the data subject's interests (balancing test).

The controller has the right to process personal data on the basis of legitimate interest, except when the interests of the data subject that require the protection of personal data or fundamental rights and freedoms override such interests.

Personal data categories in question

Name, contact details, visual information, educational and professional information.

Recipients and recipient groups

The Controller's personnel for whom the personal data are necessary in connection with the performance of their work. In addition, the data may be disclosed to service providers who process personal data on behalf of the Controller in accordance with the confidentiality obligation and contractual data protection obligations.

Personal data may also be disclosed within the limits permitted and required by applicable law, for example to authorities who have the right to access the data.

Consent

Right to withdraw consent if the legal basis for processing is consent:

By notifying the Controller of this at the contact information provided in the contact point.

Data content of the register

- name
- address
- telephone number
- e-mail address
- photo (or video)
- basic education and qualifications with dates of completion
- other completed education
- skills in using applications and programs, other special skills
- language skills
- current position (employer, job title and job description)
- most important previous positions (employer, job title and job description)
- references
- possible photo of the applicant
- CV
- other possible information provided by the registered person

Regular data sources

The primary data source of the data stored in the register is the registered person, i.e. the job applicant himself. In addition, the data consists of data stored in the recruitment process. Other possible data sources are used within the limits set by law.

Providing personal data is a statutory requirement for the job applicant to conclude an employment contract.

Personal data retention period

The personal data of the data subjects will be stored in the register for 2 years from the date of submission of the job application, after which they will be anonymized.

Regular disclosure of data

The data in the register will not be disclosed to third parties unless it is necessary for recruitment.

Data transfer outside the EU or EEA

The data in the register will not be disclosed outside the EU or EEA.

Principles of register protection A: Manual material

Employment contracts are stored in a locked cabinet, to which only the archivist has access.

All other material related to the register is only in electronic form and the data is only processed electronically. Access to the data in the register is only granted to those and to the extent required for work management, supervision, payroll or other matters related to the employment relationship. The register is stored on a secure server located in Finland.

The protection and processing of the data in the register complies with the provisions and principles of the Data Protection Act, the regulations of the authorities and good data processing practice.

Principles of register protection B: Electronic material

Access to the data in the register is only granted to those and to the extent required for the management of matters related to recruitment measures. The register is stored on a secure server located in Finland.

The data processed in the information systems is protected from external access by means of information network access rights login and user-specific access rights regulations.

The protection and processing of data in the register complies with the provisions and principles of the Data Protection Act, official regulations and good data processing practice.

Automatic processing and profiling

The processing of personal data in recruitment does not include automated decision-making. If any part of the recruitment process assesses the personal characteristics of the job applicant in a way that includes profiling, specific consent for the processing is requested.

Right of inspection, i.e. the right to access personal data

The data subject has the right to check what information about him or her is in the register. The inspection request must be made from an identifiable email address to the contact point of the data controller.

Right to transfer data from one system to another

The data subject does not have the right to transfer data from one system to another.

Right to demand correction of data

Personal data in the register that is incorrect, unnecessary, incomplete or outdated in relation to the purpose of the processing must be corrected, deleted or supplemented.

The request for correction must be made from an identifiable email address to the controller's contact point.

The request must specify what information is requested to be corrected and on what basis. The correction will be carried out without delay.

The person from whom the incorrect information was received or to whom the information was disclosed will be notified of the correction of the error. If the request for correction is denied, the person responsible for the register will issue a written certificate stating the reasons for the denial of the request for correction. The interested party may refer the denial to the Data Protection Ombudsman for resolution.

Right to restriction

The data subject has the right to request the restriction of data processing, e.g. if the personal data in the register are incorrect. Contacts must be made from an identifiable email address to the controller's contact point.

Right to object

The data subject has the right to request personal data concerning him or her and the data subject has the right to request the correction or deletion of personal data. Requests must be made from an identifiable email address to the controller's contact point.

Right to lodge a complaint with a supervisory authority

If you consider that the processing of personal data concerning you has infringed the General Data Protection Regulation, you have the right to lodge a complaint with a supervisory authority.

You can also lodge a complaint in the Member State where you have your habitual residence or place of work.

The contact details of the national supervisory authority are:

Office of the Data Protection Commissioner

Visual address: Lintulahdenkuja 4, 00530 Helsinki

Postal address: P.O. Box 800, 00531 Helsinki

Telephone switchboard: 029 566 6700

Library: 029 566 6768

tietosuoja@om.fi

www.tietosuoja.fi

Other rights related to the processing of personal data

The data subject has the right to prohibit the disclosure and processing of his or her data and/or to be completely forgotten, if the legal basis for the processing and other requirements allow it.