

1. CONTROLLER

Lapland Staff Oy
Business ID: 1066424-9
Yrjö Kokon tie 4
99300 MUONIO, FINLAND
info@laplandstaff.fi

2. REGISTER CONTACT PERSON

Niina Kangosjärvi
Team Leader
niina.kangosjarvi@laplandstaff.fi

3. REGISTER INFORMATION

The Controller collects personal data when recruiting into the TalentAdore VRA recruitment system, which is provided by Talentadore Oy (service provider).

The following primary information is provided by the person and collected into the register:

- name and contact information
- CV information

Other collected information may include the person's photograph, educational and occupational history, reference information, work samples, and other additional information relevant for recruitment purposes.

4. PURPOSE AND GROUNDS FOR THE PROCESSING OF PERSONAL DATA

The Controller collects and processes personal data to carry out recruitment process and to facilitate the person's employment. Such data that are necessary for the employee recruitment and provision of labour as well as the establishment and maintenance of employment relationships as practiced by Lapland Staff are collected in the register. Only such data that are necessary for the performance of the work task being offered and sought after by the applicant are collected in the register. The collection of personal data is based on consent given by the jobseeker.

Personal data are processed in the evaluation of jobseeker suitability and selection for some work task that is available or being offered by Lapland Staff or one of their client enterprises. Personal data are additionally used to process, maintain, and develop the client relationship existing in between the jobseeker and Lapland Staff; for analysis and statistical purposes, and to produce, provide, and improve the service.

5. PERSONAL DATA PROCESSORS

Personal data are processed by persons involved in the recruitment efforts of the Controller as well as by possible third parties taking part in the recruitment as chosen by the Controller.

Personal data will additionally be processed by the Controller's service provider in order to produce the technological platform the Controller needs to carry out the recruitment measures. Other potential processors may include various auxiliary recruitment systems.

6. DATA SOURCES

The data source is the person who provides personal data when applying for a job and providing additional information when asked to do so.

7. DATA RETENTION PERIOD

Personal data will usually be retained for 12 months after the application has been stored. In certain cases, the personal data may be retained for longer. In such cases, the persons will be asked to give separate consent for long-term retention.

8. DATA SUBJECT RIGHTS AND EXERCISING THE RIGHTS

Under the General Data Protection Regulation, the Data Subject has the following rights:

- Right to withdraw consent
- Right of access to the data
- Right to have any errors rectified
- Right to forbid direct marketing
- Right to object to the processing
- Right to restrict the processing
- Right to transfer the data.

In case you wish to exercise your rights as a Data Subject, please contact the register contact person.

9. DATA SECURITY

Personal data are kept on service provider servers that are protected according to common industry practices. The personal data being collected and processed are kept confidential and will not be disclosed to others except those who need it for their work or to the Controller's customers with confidence and under certain restrictions according to existing service agreements. Access to the personal data is secured by user-specific credentials, passwords, and access rights. If the person has stored any personal data in the Controller's recruitment system, the sole purpose of the data processing is to fulfil the measures required by recruitment. The service provider is responsible for providing technological and data secure safeguards. The service provider may have to process some personal data, for example in case of technical reporting. The service provider staff have signed a non-disclosure agreement and are committed to processing all personal data in a data secure manner, with confidence, and only for the purposes of service production.

10. DATA TRANSFERS

The personal data are mainly only processed within the EU/EEA. In certain cases, some personal data may be subject to technical processing even outside of the EU/EEA. In this case, the service provider ensures that the personal data are being processed pursuant to the provisions of the General Data Protection Regulation and that the processing taking place under said provisions has been agreed under data processing agreements as required by the regulation.

11. AUTOMATED DECISION-MAKING

The personal data in the register are not subject to any automated decision-making procedures.