

Apetit

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Privacy notice in
relation to usage of
personal data of job
applicants

2018

Data controller and contact details	<i>Name</i> Apetit Oyj (0197395-5)
	<i>Address</i> Sörnäistenkatu 1 A, Helsinki
	<i>Contact person</i> Sari Linnus
	<i>Contact details</i> tietosuoja@apetit.fi
Register, purpose of the register and principles for handling personal data	<p>Register of Apetit job applicants. The purpose of handling personal information is recruitment of employees to Apetit Oyj and its subsidiaries.</p> <p>The principle for handling data is the permission granted by the data subject as required in the Article 6.1 of the GDPR.</p>
Content of the register	<ul style="list-style-type: none"> • Name • Address • DOB • Phone number • Email address • Education history • Work history • Various personal knowledge related info • Language skills • Various other data provided by the applicant during the process • Data may be provided by data subject entering it directly into the system or by attachment of various files, such as CV
Data sources	Data provided by the data subject
Disclosure of the data to third parties	<p>Personal data from this register is disclosed to third parties as part of providing IT services. When disclosing data, Apetit always ensures the third party suitability to be a data processor through security reviews and data processing agreements.</p> <p>Data may also be disclosed to a third party providing evaluation services about the applicant, but in these cases, the applicants permission is requested separately.</p> <p>Data may also be disclosed to various governmental agencies as required by the local laws and regulations.</p>
Disclosing personal data outside EU	Personal data is not disclosed outside EU
Data protection principles	Data in the register is protected through various governance and technical controls. Data is always handled confidentially and access is restricted to only personnel who are authorized to handle personal data in question. Personal data is handled only when required and according to the principles required in this document.
Retention of the data	Data about applicants is purged from the system 24 months after the end of the job application process in question. Data subject can request the removal of own data as per instruction below in the "rights of the data subject field"
Rights of the data subject	<p>Data subject have the following rights to their own data as per GDPR:</p> <ul style="list-style-type: none"> • Right to see the data about the data subject



	<ul style="list-style-type: none">• Right to rectification• Right to erasure or to be forgotten• Right to restriction of processing• Right to data portability• Right to object <p>Data subjects have the right to object the usage of their data for marketing purposes. Data subject can fulfill their right by following the instructions in the marketing messages or by contacting Apetit privacy team as per instructions in the first paragraph.</p>
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