

Privacy Policy for Job Applicant Register

1. Controller

FIT Biotech Oy
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("we")

2. Contact person for register matters

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3. Name of the register

JOB APPLICANT REGISTER

4. What is the legal basis for and purpose of the processing of personal data?

The processing of personal data is based on:

- 1) The compliance of the responsibilities and the specified rights of the controller and the data subject in accordance with the employment law;
- 2) The explicit consent of the data subject regarding the processing of his/her personal data.

The purpose of processing personal data is operations concerning our recruitment and management of the recruitment process as well as the supporting of human resources, managing the data regarding the application process of the applicants (registered) who have applied to the company, in order to ensure the possibility to contact them, and provide support to the decision-making in hiring.

5. Which data do we process?

The applicant register requires processing of the following personal data of the applicants:

1. ***data subject's basic information*** such as name, date of birth, gender, language, user name and/or other specifying identifier;
2. ***data subject's contact details*** such as private e-mail address, private phone number, address;
3. ***information related to the job in question*** such as job description, including information on the nature and type of employment and the person in charge of the recruitment process,
4. ***information related to suitability for the job and other relevant details (background, etc.) that the data subject has offered during the application process***, such as photographs, information on education, profession, work history (such as employers, commencement and duration of employment, nature of tasks), language skills, other special skills, a description of personal characteristics, different certificates and appraisals, links to online portfolios, profiles and other sources and references,
5. ***information regarding the recruitment process of the data subject*** such as upcoming follow-up interviews or recruitment process termination;
6. ***other possible information wilfully offered by the data subject*** during the application process of the controller or information otherwise published specifically for professional purposes, such as their LinkedIn profile or information collected separately by the controller with the consent of the data subject.

Personal data is required in order to carry out the recruitment process.

6. From where do we receive the data?

The primary source for the data stored in the register is the applicant in question. Other sources may be used within the limits of the law. We may also ask information from recruiting consultants, if necessary.

By applying for a job, the applicant gives a consent to the Company to gather information from their public professional profile to the extent that is necessary for deeming the suitability for the job in question.

7. To whom do we disclose or transfer data? Do we transfer data outside of the EU or the EEA?

We process the data by ourselves. We engage subcontractors processing personal data on behalf of and for us. Additionally, we use subcontractors in the processing of personal data for the following services:

- Human resources and recruitment services
- Legal services
- IT system providers

We have ensured protection of your data by making necessary contracts with the subcontractors regarding data processing.

The data will not be transferred outside the EU or EEA.

8. How do we protect the data and for how long do we store it?

Databases containing personal data are available only to employees who have the right to process applicant data for the purposes of their work. The register is protected with the necessary technical and organisational precautions. The data is stored in databases that are protected with usernames, passwords, firewalls and other technical measures. The register is stored on protected administrator servers, and the electrical connection is protected. All persons processing the data are bound by professional secrecy. The databases and their backups are kept in locked premises and only certain pre-designated persons have the access to the data.

We will store the personal data for as long as is necessary for our purposes. By default the data is used for recruitment purposes for six (6) months.

We assess the necessity of storing the data regularly, in accordance with the applicable laws and regulations.

9. What are your rights as a data subject?

Data subject has the right to inspect any information in the register concerning him/her and to require rectification or erasure of inaccurate information. Any requests concerning the matter should be addressed in person or in writing to the contact person listed in section 2.

Data subject has a right to object to the processing of his/her data or to request limited processing as well as the right to lodge a complaint to the authorities regarding the processing of his/her personal data.

For specific, personal reasons you have the right also to object profiling and/or other processing measures concerning you, when the processing of data is based on the recruitment. In relation with your request, the special situation to which the objecting of processing is based, must be specified. We may deny fulfilling the request only in accordance with law.