

## Processing job applicants' personal data

### Why do we collect and process personal data?

We collect job applicants' personal data through our centralised recruitment system (LAURA), through which we process and manage the recruitment process for job applicants. Applications are usually targeted at a specific job task by the applicants themselves. Applicants can be internal or external applicants. The purpose of processing job applicants' personal data relates to the management of the recruitment process. Statistics are also gathered from the system data.

Only such information that Keva as an employer requires during the different stages of the recruitment process are collected in the register. Only such information that is required to successfully manage the recruitment process is stored in the register. According to data authorisation, the parties involved in the recruitment process can browse and report the applicant data needed in their work.

### What personal data do we process?

The register data is collected via an online application form through which the following information is collected:

- Name
- Contact details (postal address, email address and telephone number)
- Education and qualifications
- Previous work experience
- Language proficiency
- Skills

There are also blank spaces on the application form where the applicant can provide additional information.

### How long do we store personal data for?

We store job applicant data in our recruitment system for two years after an application has been submitted. The periods for how long Keva stores different documents are defined in Keva's information management plan.

### Where do we get the data?

We get the data from the individuals themselves: from the job application that they have filled out as well as from any attached documents.

### Who do we disclose data to?

We do not disclose job applicants' data to third parties without consent. The data of applicants chosen for suitability tests are disclosed to the companies who perform the suitability tests. If security clearance is needed, the data required for this will be disclosed to the Finnish Security Intelligence Service.

### Do we transfer data outside the EU/EEA area?

We do not transfer or disclose personal data outside the EU/EEA area.



### **How do we protect your personal data?**

Keva ensures a high level of data protection in its systems. System data protection and personal data protection and soundness are ensured with the help of technical and organisational measures. These measures include, amongst others, data encryption, data protection updates, data protection testing and backups.

Every Keva employee signs a confidentiality agreement for processing personal data as part of his or her job duties. Employees of organisations that process personal data collected by Keva, and who have access to this personal data, are required to sign a confidentiality agreement.

Your personal data is only processed by authorised persons, and credentials for accessing our information systems are only assigned to said persons on the basis of their job duties. Our information systems require a personal username and password to log in. The sessions are logged in our system, which allows the use of the system to be monitored.

### **How can you check your own personal data?**

You have the right to check what information we hold about you in our systems. You can also request to receive copies of any data or documents containing your personal data.

You can file a request to check your personal data via secure email by clicking on [this link](#).

### **How can you request to rectify, delete, restrict or object to the processing of your personal data?**

You have the right to request that any incorrect data held about you in our register be rectified. You can file a rectification request via secure email by clicking on [this link](#).

Data will be deleted automatically after the set timeline for storing the data has expired. If you wish, you can ask Keva to delete your personal information before this.

If we should refuse to comply with your request, you have the right to take the matter to the Office of the Data Protection Ombudsman.

Contact details for the Office of the Data Protection Ombudsman:

Office of the Data Protection Ombudsman

Postal address: P.O. Box 800, 00521 Helsinki

Telephone number: +358 29 56 66700

Email: tietosuoja@om.fi