

25 May 2018

Privacy Policy on Job Applicant Register of Technopolis Group Companies

<p>Data Controller</p>	<p>TECHNOPOLIS PLC, Business ID 0487422-3, Address: Elektriikkatie 8, 90570 Oulu, Finland, on its own behalf and on behalf of companies belonging to the same group which act as the employers of the registered party, and as joint controllers to the degree applicable. Such group companies are listed in the section "<i>Regular disclosure and transfer of data, and data transfer outside the EU or EEA</i>".</p>
<p>Contact Person for Data-Related Matters</p>	<p>In matters related to data protection please contact via email to privacy@technopolis.fi.</p> <p>Head of HR Eva-Stiina Lavikainen, Energiakuja 3 FI-00180 Helsinki, tel. +358 40 647 1545, email: eva-stiina.lavikainen@technopolis.fi.</p>
<p>Name of Register</p>	<p>Job applicant register</p>
<p>Legal Basis and Purpose of Processing Personal Data</p>	<p>The purpose of processing personal data is to evaluate and compare job applicants, and to enable and facilitate other recruitment measures and management of recruitment processes, to support HR resourcing, and to enable management of information related to the (data subject) search process for applicants for our service in order to enable applicants to be contacted and decisions to be made when filling job vacancies.</p> <p>Processing of personal data is based on:</p> <ul style="list-style-type: none"> • The legitimate interest of the data controller, on the basis of the relationship between the job applicant and the employer, to process the personal data reported or referred to in the data subject's employment application • The legitimate interest of the controller, on the controller's own initiative, to seek and recruit suitable employees and to process information that is essential for contacting data subjects, information that the subjects themselves have made generally available to employers through professional internet services, e.g. LinkedIn and other similar sources, in accordance with the terms of the respective service • The statutory rights and obligations of the controller and the data subject, e.g. evaluation of the data subject's reliability through the use of credit information and criminal record information, and fulfillment of obligations relating to equality • The consent of the data subject to collection and processing of other personal data, and to personality and suitability assessments.
<p>Data Content of the Register, and the Data Protection Groups</p>	<p>Data controller processes personal data of job applicants in connection with the job applicant register (* mandatory information regarding the processing of applications):</p>

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	<ul style="list-style-type: none"> • Basic information on the data subject, including *name, date of birth or personal identification code, gender, native language; • Basic contact information for the data subject, including *email address, *telephone number, address; • The data subject’s job-search information, such as information on the job applied for, including details of the form and quality of the employment relationship, and information on the person responsible for the job-search process (more detailed information is provided in the job search form); • In connection with the data subject’s job-search process, the information given by the data subject to the controller about the suitability of the data subject and other information about the data subject and its background, e.g. photographs, videos, information related to studies and training, profession, work history information (such as past employers, start and end dates of employment relationships, language skills, other special skills, descriptions of personal characteristics, various certificates and assessments, and references to information available online or other sources, as well as references; • Information on the progress of the data subject’s recruitment process, such as information on upcoming interviews or discontinuation of the recruitment process; • Any other information that the data subject has voluntarily submitted to the controller in connection with the job search process, or has otherwise expressly made known for professional purposes.
<p>Regular Sources of Data</p>	<p>Data about the data subject is collected regularly from the data subject itself, and also – within the limits of the law, and where applicable with the consent of the data subject itself – from the controller’s recruitment consultant, the authorities, credit reference agencies, contact information providers such as LinkedIn and other business and employment-oriented internet services, from the referees named by the data subject, and from similar trusted entities.</p>
<p>Regular Disclosure and Transfer of Data, and Data Transfer Outside the EU or EEA</p>	<p>Personal data on job applicants that is entered in the register is disclosed to companies belonging to the same group based on the consent given by the job applicant, for the purpose of bringing job applicant and employers together. Information contained in the registry will not be disclosed to any other parties without the consent of the data subject.</p> <p>Subcontractors are used for processing personal data on behalf of the controller in relation to the following services:</p> <ul style="list-style-type: none"> • HR, recruitment and suitability assessment services • legal services • ICT system suppliers <p>Necessary processing agreements have been concluded with our subcontractors.</p> <p>Information is not transferred outside the European Union or the European Economic Area.</p>

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	<p>Personal data may be transferred to (and from) the following Technopolis Group companies that act as employers:</p> <p><u>Sweden</u> Technopolis AB</p> <p><u>Norway</u> Technopolis Holding AS</p> <p><u>Denmark</u> Technopolis ApS</p> <p><u>Lithuania</u> Technopolis Lietuva UAB</p> <p><u>Estonia</u> AS Technopolis Ülemiste</p> <p><u>Russia (transfers only from Russia based on a separate agreement)</u> Technopolis St Petersburg LCC</p>
<p>Principles of Registry Protection and Data Storage Period</p>	<p>The only persons who have access rights to the personal data system are those employees of the group companies who have the right to process personal data contained in this register for the purposes of carrying out their work. Each user has their own username and password for the system. Data is collected in databases that are protected by firewalls, passwords, and other technical measures. Databases and backups are located in locked spaces, and only certain pre-designated persons can access them. The persons handling information are obliged to observe secrecy in relation to that information.</p> <p>Data on successful job applicants is retained as part of the information related to the employment relationship. Other personal information will be kept for as long as is necessary for the various purposes in question, but always for at least one (1) year after the date on which the recruitment process ended. This provision is in accordance with the Act on Equality between Women and Men (609/1986). However, the controller always has the right to store personal data or otherwise process them in the circumstances permitted by law in force at the time of the aforementioned period of storage.</p>
<p>Rights of the Data Subjects</p>	<p>The data subject has the right to inspect the data on him or her that is stored in the register, as well as to demand that any incorrect data be corrected and that any data on him or her be deleted from the register. Any such requests must be submitted in writing personally to Technopolis' reception service or to privacy@technopolis.fi.</p> <p>In accordance with the General Data Protection Regulation, the data subject has the right to object to or request restriction of processing of the subject's data, and to file a complaint against the processing of their personal data with the relevant supervisory authority.</p>