

Recruitment Register's Privacy Notice

1 Register controller

Parmaco Oy (2465039-0)
Haarlankatu 4 F
33230 Tampere

- information about the job interview and the tests
- possible other information given by the applicant

2 Contact details of register matters

Tel. +46 823 54 55
stockholm@parmaco.se

3 Register name

Recruitment Register

4 Purpose and justification of processing data

The purpose of processing this personal data is to manage recruitment of personnel in Parmaco. In cases of recruitment for a certain vacancy, processing personal data is justified by an obligation of an agreement, and in occasions of personal and aptitude tests, the consent of the applicant. In case of open applications, processing is justified by a consent from the applicant and the purpose is to operate recruitment processes on open applications.

5 Personal data storage time

Personal data obtained through open applications is stored for twelve (12) months starting from the day of delivering the application. In cases of recruitment process for a certain vacancy, the storage time is two (2) years.

6 Register content

The register contains following information about the registered persons:

- name, date of birth
- contact details:
 - phone number, e-mail address and post address
- information concerning the application and CV, such as work and educational history, skills and honorary office positions

7 Regular information sources

Primarily the source of registered information is the concerned person. Other sources are used within legal boundaries.

8 Data transfer outside EU or EEA and regular information disclosure

Personal data is not transferred outside EU or EEA. Parmaco does not regularly disclose information to third parties.

9 Data protection principles

Manual material is stored in locked premises with limited access. Information stored in electronic format is kept in Parmaco's information systems, where technical and programmatic means are used to ensure information security and to supervise usage of the information. Access rights are limited to determined persons in extent necessitated by one's duties. Every person using registered information is bound by obligation of confidentiality.

10 Rights of registered person

Registered person has rights under the regulation EU 2016/679. Registered person has a right to see all information about him/her stored in the register, and to demand register controller to rectify and remove all information about him/her. In addition, the registered person has a right to restrict processing and transferring data and a right to cancel the consent to register and process data about him/her any time without the cancellation without affecting the lawfulness of consent based data processing before the cancellation.

The requests concerning this matter must be delivered written or personally to a superior. The registered person has a right to make a complaint about processing of personal data to the supervisory authorities.