

## Recruitment Register's Privacy Notice

Parmaco may update this Privacy Notice from time to time. You are encouraged to periodically review this Privacy Notice to stay informed of updates.

### 1 Register controller

Companies below act as independent or joint controllers for the processing of personal data as described in this Privacy Notice. Companies have entered into agreement where the roles and liabilities in each case is defined.

Parmaco Group Oy, 2945829-3  
Parmaco Oy, 2465039-0  
Parmaco Production Oy, 2465036-6  
Parmaco AB, 559009-7290  
Fixcel Group Oy, 2662116-3

(hereafter "Parmaco")

### 2 Contact details of register matters

Tel. +358 20 734 0011  
info@parmaco.fi

### 3 Register name

Recruitment Register

### 4 Purpose and justification of processing data

The purpose of processing this personal data is to receive and to process job applications and manage recruitment of personnel in Parmaco.

The legal basis for processing personal data is:

- Parmaco's legitimate interest, which is based on the need to process personal data for recruitment purposes and which is formed of the connection between us
  - job applicants consent, which can be requested for example in the following situations:
    - collecting personal data from references
    - processing personal data in aptitude assessments
    - processing personal data when executing medical tests
  - contract for the purpose of carrying out the pre-contractual measures between the selected job applicant and Parmaco.
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## 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
- information about the job interview and the tests
- possible other information voluntarily given by the applicant

## 7 Regular information sources

Primarily the source of registered information is the job applicant. Other sources are used within the limits of the applicable regulations.

By submitting a job application job applicant consents Parmaco to collect information from job applicants profile published for professional purposes to the extent that collecting data is necessary and related to job performance taking into consideration the open position.

## 8 Data transfer outside EU or EEA and regular information disclosure

By rule, Parmaco does not disclose data from the register to external parties, unless we have requested and gotten job applicant's consent for the disclosure of data for e.g. aptitude assessments. Parmaco discloses personal data in a manner permitted and obligated by the current legislation to parties, who based on legislation, collective agreements and/or contract have the right to receive data from the register, such as the employment authorities. Parmaco may also disclose data for other purposes in accordance with the Finnish legislation.

Parmaco process data ourselves and use subcontractors for processing personal data on our behalf. In addition Parmaco uses subcontractors for processing personal data for the following services:

- Financial management (incl. payroll and accounting)
- HR and recruitment services
- IT management

Parmaco does not primarily transfer personal data outside the EU/EEA. However, the marketing and IT management systems Parmaco uses may allow the service provider to access data from outside the EU/EEA. When personal data is processed outside the EU or the EEA, Parmaco will ensure that the service provider is committed in complying with the EU Commission's standard clauses on the processing of personal data.

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## 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 Job applicant

Job applicant has the right to inspect the personal data stored in the register concerning itself and the right to demand rectification or erasure of the data. If job applicant has access to the data, person may edit the data by itself. Insofar as the processing is based on consent, job applicant also has the right to withdraw or change the consent. Withdrawing the consent does not affect the lawfulness of processing before the withdrawal of the consent.

Job applicant has the right to object or to demand restriction of the processing of the data and to lodge a complaint with the supervisory authority.

On grounds relating to particular situation job applicant also has the right to object other processing activities when the legal basis of processing is legitimate interest. In connection with the request job applicant shall identify the specific situation, based on which job applicant objects to the processing. Parmaco can refuse the request of objection only on legal grounds.

## 11 Contact person

All contacts and requests concerning this privacy notice shall be submitted in writing or in person to the person mentioned in section two (2).

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