

Data file description in accordance with the Personal Data Act (523/1999), section 10 for Martela Corporation job applicant bank.

1. Controller

Martela Corporation
Takkatie 1, P.O. Box 44 , 00371 Helsinki, Finland
E-mail: hr.rekry@martela.com

2. Data file contact

Maija Kaski
Address: Takkatie 1, P.O. Box 44 , 00371 Helsinki, Finland
E-mail: maija.kaski@martela.com

3. Name of the personal data file

Martela Corporation job applicant bank.

4. Purpose of processing personal data

The aim of the register is to receive, handle and store job applications of the people interested to work for Martela Corporation. Person can send application for certain job or leave an open application.

5. Content of the data file

Register will store all the data person gives in the job application. By filling out the job application person permits Martela to store and handle the data. Confidentiality of the applicant data is ensured and only persons involved in the recruitment process have access to data. Job application will be kept in register six (6) months from the date applied or modified by the applicant. Applicant can ask to destroy the data anytime.

6. Regular sources of information

Applicant is the only source of information.

7. Regular destinations of disclosed data and whether the data is transferred to countries outside the the European Union or the European Economic Area

Martela Corporation does not disclose data contained in the data file to external parties. Data contained in the data file will not be transferred outside the European Union or the EEA.

8. Principles of data file protection

Data contained in the data file is stored in protected data centres in accordance with normal practices in the industry. Access to data requires username and personal password which are granted only for recruiting managers and HR department.

9. Right of access and right to request rectification of data

Under the Personal Data Act, data subjects have the right to inspect data pertaining to them that is stored in the personal data file and to demand the rectification of erroneous data and otherwise to have recourse to the rights guaranteed by the Personal Data Act. Such requests must be submitted in writing to the contact person mentioned under item 2.