

# Privacy Policy

We handle the data according to Personal Data Act (523/99)

## 1. Register controller

Ginolis Oy, Automaatitietie 1, 90460 Oulunsalo, p. 010 315 3600

## 2. Contact person for matters relating to the register

Hannele Kontio, HR Manager, hannele.kontio@ginolis.com

## 3. Name of register

Ginolis Oy employee candidates register.

## 4. The purpose for the use of a register

Ginolis Oy's recruiting purposes.

## 5. Information sources of the register

Open applications to Ginolis Oy's [recruitment@ginolis.com](mailto:recruitment@ginolis.com) or to HR manager's mailboxes and applications to company's open positions.

## 6. Data content of the register

The registry may contain the following information about users:

- Personal contact info
- Date of birth
- Education and work history
- Knowledge of languages, technical skills and special skills
- Informal application (cover page), CV, picture

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

The registrar will not disclose information to third parties.

## 8. Right to inspect and prohibit the registration of data

Everyone has the right to demand correction of incorrect information and to prohibit the use of information in the customer register for direct mail.

You can contact Ginolis Oy at [hannele.kontio@ginolis.com](mailto:hannele.kontio@ginolis.com) for any privacy or personal data processing issues.



## 9. Processing of personal data

Personal data will be kept for maximum 6 months after receiving the data. Obsolete and unnecessary data are deleted regularly. The information is not archived.

## 10. Principles of protecting the register

Only the employees who have the right to process customer information due to their work duties have the right to use the system containing customer information. Each employee has their own use name and password to access the system. The data is compiled into databases protected by firewalls, passwords and other technological means.

