

# Privacy Notice – Recruitment

This privacy notice applies to jobseekers for Fennovoima.

## Controller & contact person

- Fennovoima Oy
- Business ID 2125678-5
- Salmisaarenaukio 1
- 00180 Helsinki
- Contact person Päivikki Aarni
- Telephone +358 (0)20 757 8478
- Email: [privacy@fennovoima.fi](mailto:privacy@fennovoima.fi)

## Why do we collect personal data about you and what do we do with it?

Job applicant data is collected for the following purposes:

- Job applicant selection and analysis
- Contacting job applicant about recruitment process
- Reporting and follow-up of recruitments
- For possible open positions in the future (with applicant's own consent)
- To ensure the suitability and reliability of the employees hired

We assess the information you have given to us and identify the most suitable persons for the open positions. We use the information to contact you and schedule interviews, and to inform you about the progress and outcome of the recruitment process. The given information may also be used for a personal assessment, which the final candidates of a recruitment are invited to have.

Fennovoima has, according to the Finnish Act on Personal Security Clearances (726/2014), an obligation to perform a personnel security clearance (i.e. background check) on all its employees. Therefore, if you are selected to one of our positions, we will ask you to obtain a security clearance as a precondition for the employment, and to take part in an occupational health examination and a drug screen test.

The processing of personal data is based on your consent and Fennovoima's legitimate interest to validate the competence and reliability of its potential employees.

## What personal data do we collect about you?

The following personal data is collected about you:

- **Basic information:** Name, date of birth, home address, phone number, email address
- **Previous experience & education:** information given in your CV, job application form, LinkedIn-profile (if link given by applicant)
- **Personal assessment reports:** The report consists of description of the candidate's current employment, professional and educational background,

motivation towards the applied position and Fennovoima, candidate's strengths and development areas compared to the position's requirements and the conclusion of the assessment consultant. The report also includes a visual candidate profile regarding the working and social style as well as a career direction forecast.

- **Reference calls:** Calls to referees are made only with applicant's consent. Name, notes related to candidate's performance in earlier jobs, strengths and development areas may be recorded.
- **Information needed for the signing of an employment contract:** Name, social security number, salary and benefits, trial period, notice period, employment start date, duration of employment contract, working time and overtime, working place, annual holiday, collective agreement
- **Security clearance and drug test:** Regarding selected candidates we will ask you to take a drug test and to consent to a security screening. After the drug test and security screening, we store the information that you have done these tests and what was the result.

We collect the information mainly from the candidates themselves, but we are using also external partners to handle the interviews, for personal assessments and for finding potential candidates.

### For how long do we store your personal data?

We store the applications, CV:s and possible assessment reports for two years for potential open positions that might become available. Open applications are stored for one year.

### Who have access to your information and do we share personal data about you with others?

At Fennovoima your personal data is processed by the following parties within Fennovoima:

- Dedicated HR & Administration personnel
- Recruiting supervisors
- Future team members (in some recruitments)
- Dedicated Security personnel
- Dedicated IT personnel

Fennovoima uses the following external service providers in recruitment:

- Recruitment service providers
- Assessment service providers

According to the GDPR, Data Processing Agreement (DPA) shall be made in writing between Fennovoima and a supplier (Processor) when the supplier handles personal information on behalf of Fennovoima under the main agreement.

In addition, with your consent, Fennovoima discloses personal data to the following third party for security screening:

- Finnish Security Intelligence Service (SUPO)

## Your rights

You are entitled to **access** your personal data stored in the recruitment system. This information can be **corrected or updated** by yourself in the system or on your request when needed. You also have the right **to object** to processing of your personal data, for example in terms of future recruitment purposes.

In certain circumstances you have the right to ask us to **restrict the processing** of your personal data, this means that we can only store the data but not use it in other way. You have this right for example, if you contest the accuracy of your personal information and processing will be restricted until the accuracy of personal data is verified.

You have also the right to **withdraw your consent** and/or ask us **to remove** your personal data.

You have the right to ask your information to be **transferred** to another system in machine readable format. This means that the personal data you have submitted to us can be, in certain circumstances, transferred to another company on your request.

In case you wish to use your rights mentioned above or if you have any other questions related to your personal data and handling of this data, please send an email to [privacy@fennovoima.fi](mailto:privacy@fennovoima.fi). If you are not satisfied with the provided answers, you are able to file a complaint with the Data Protection Authority.

## Do we transfer personal data outside the European Union and European Economic Area?

Fennovoima does not transfer your personal data outside the European Union and European Economic Area.