

# Data Protection Document

## Data Protection Document: Job applicant register ([www.jakajaksi.fi](http://www.jakajaksi.fi))

### 1. Register holder

Suomen Suoramainonta Oy | Company ID: 0798131-5

Hankasuontie 3, 00390 Helsinki

Contact information in issues concerning the register:

Suomen Suoramainonta Oy / Olli-Pekka Sinkko

Hankasuontie 3, 00390 Helsinki

09 5615 6895 | [olli-pekka.sinkko@suoramainonta.fi](mailto:olli-pekka.sinkko@suoramainonta.fi)

### 2. Registered persons

Job applicants (distribution work)

### 3. Use of personal data

#### Grounds for holding the register

The register is held for gathering information which distribution companies in Suomen Suoramainonta – chain need for identifying and recruiting potential job applicants. Gathering and holding personal data is based on the consent of the job applicant.

#### The use personal data handling and of the register

Information which the job applicant has given are held and used in the applicant register. On request the job applicant's personal information will be taken off and not used.

### 4. Personal data stored in the register

Job applicant register includes the following information:

- Name and date of birth
- Address, email address and phone number

In addition applicants are asked where they received information about open jobs, do they have a car, their current job situation and their wish for the type of employment.

### 5. Rights of the registered person

Registered persons have the following rights. All requests concerning the use of these right must be addressed to

**tuki@suoramainonta.fi.**

#### **Revision right**

Registered persons may revise the personal data we have saved.

#### **Right to correct the information**

Registered persons may request a correction to false or insufficient information about them.

#### **Objection right**

Registered persons may object the handling of personal data if they feel that personal data has been handled unlawfully.

#### **Deletion right**

Registered persons have the right to request for deletion of the information in case there is no need for handling the information. We handle the removal request and then either delete the information or inform a justifiable reason for why the information cannot be deleted.

It is notable that the register holder may have a legal or other right not to delete the requested information.

Register holder is obliged to keep accounting material for the time defined in the Accounting Act (10 years). Therefore accounting material cannot be deleted until the time limit has passed.

#### **Cancelling ones consent**

Registered persons may cancel their consent for handling personal data.

#### **Registered persons may appeal to the Data Protection Representative about the decision**

Registered persons have the right to demand that we restrict the handling of controversial information until the matter is solved.

#### **Right to appeal**

Registered persons have the right to appeal to the Data Protection Representative if they feel that we are breaking the current data protection legislation while handling personal data.

Contact information for the Data Protection Representative:  
[www.tietosuoja.fi/fi/index/yhteystiedot.html](http://www.tietosuoja.fi/fi/index/yhteystiedot.html)

## **6. Regular sources of information**

Information is regularly gathered from the job applicants themselves via an internet form.

## **7. Regular release of the information**

Information is not given for marketing- or other purposes to third party companies.

## **8. Duration of the handling**

Personal data may principally be handled as long as the job application is valid. A job application is regarded valid until the applicant informs otherwise.

## **9. Handlers of personal data**

Register holder, its employees and the employees of the Suomen Suoramainonta – chain's distribution companies handle personal data. We may also outsource the handling of personal data to a third party, in which case we ensure with agreement arrangements that personal data is handled according to current data protection legislation and otherwise properly.

## **10. Information transfer outside EU**

Personal data will not be transferred outside EU or European economic region.

## **11. Automated decision making and profiling**

We do not use the information for automated decision making or profiling.