

Data Protection Document

Data Protection Document: Job applicant register (www.jakajaksi.fi)

1. Register holder

Suomen Suoramainonta Oy and the subsidiaries and associated companies of the same SSM Group (SSM Sisä-Suomi Oy, SSM Varsinais-Suomi Oy, SSM Itä-Suomi Oy, SSM Länsi-Suomi Oy, Helsingin Jakelu-Expert Oy, P-S Suorajakelu Oy, Jakelumasters Oy, Jakelujuniorit Oy, Länsi-Uudenmaan Mainosjakelu Oy, Oulu Suorajakelu Oy ja Suora Lähetys Oy) are joint registrars who jointly determine the purposes and means of the use of personal data in the register of job applicants. The joint registrars have agreed that Suomen Suoramainonta Oy is responsible for informing those registered on behalf of itself and its subsidiaries and associated companies.

Suomen Suoramainonta Oy | Company ID: 0798131-5

Hankasuontie 3, 00390 Helsinki

Contact information in issues concerning the register:

Suomen Suoramainonta Oy

Hankasuontie 3, 00390 Helsinki

09 5615 6400 | info@ssm.fi

2. Registered persons

Job applicants (distribution work)

3. Use and handling of personal data

Grounds for holding the register

The register is held for gathering information provided by job applicants which distribution companies in Suomen Suoramainonta – chain need for identifying and recruiting potential job applicants. Handling personal data is based on the consent of the job applicant or our legitimate interest.

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 info@ssm.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 that is based on legitimate interest.

Deletion right

Registered persons have the right to request for deletion of 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.

Cancelling ones consent

Registered persons may cancel their consent for handling personal data. Withdrawal of consent will result in us not being able to consider their application for recruitment.

Restriction of handling

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

Right to transfer data

Registered persons have the right to obtain any information provided by them which we process automatically based on consent, in a commonly used and machine-readable form, and transfer it to another registrar.

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

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 or it is necessary for managing recruitment obligations, including possible disputes. A job application is regarded valid for the period indicated by the applicant or, if not indicated, for a maximum of 2 years.

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.