

Data Privacy Policy of Elomatic Group's CV database in accordance with the Personal Data Act (523/99) 10§

1. **Register keeper**
Elomatic Group
Itäinen Rantakatu 72, 20810 Turku, Finland
Tel. 02 412 411
2. **Contact details for register matters**
HR Department
Elomatic Group
Itäinen Rantakatu 72, 20810 Turku, Finland
E-mail: employeeprivacy@elomatic.com
3. **Register name**
Elomatic Group's CV database.
4. **Purpose of processing personal data (purpose of the register)**
The data in the CV database is used in Elomatic's digital recruitment. Persons can voluntarily provide their information to Elomatic's CV database (Personal Data Act 8§.). Applications can be for particular jobs or they can be open applications.
5. **Register data content**
The information to be saved is available on Elomatic job application form. All information that the person provides about himself/herself is saved in the Elomatic recruitment register. The saved data is kept for 6 months after the application is left, after which the data is deleted automatically.
6. **Regular information sources**
Information sources are, in addition to the applicant himself/herself, referees provided by the applicant.
7. **Regular release of information and transfer of information outside the EU or EEA**
The CV database functions on the Internet, via which the saved information is limited to use in Elomatic's internal recruitment. Elomatic Group operates outside the EU, so applications can also be given (with applicant's agreement) to superiors recruiting in these countries.
8. **Register protection principles**
Use of the CV database is limited to Elomatic Group employees that participate in recruitment. Manual material is printed only when necessary. Paper printouts will be destroyed immediately and properly after processing. The right to use the register electronically requires a user identifier, personal password and access right for CV database which have been given to recruiters and recruiting superiors only. Users of the application have been trained in the use of the register.

The Elomatic Group is responsible for the technical protection of data and data security.
9. **Right to check and correct the data and other rights related to the processing of personal data**
The applicant has the right to get, check and delete the data entered in the register concerning him or her, the right to require the correction of inaccurate information and also to otherwise resort to his or her rights guaranteed by the Personal Data Act (26§). Requests mentioned above must be done by email to employeeprivacy@elomatic.com (see point 2).