

Recruitment Privacy Notice

Date last reviewed: 16.3.2020

The Controller:

Name: Vaisala Oyj Business

ID: 0124416-2

Contact information: P.O.Box 26, 00421 HELSINKI

Address: Vanha Nurmijärventie 21, 01670 Vantaa

1. Introduction

We appreciate your interest in Vaisala, and we will process and use your personal data responsibly.

This privacy notice to applicants describes our data protection practices which apply to the collection and processing of the personal data in Vaisala's recruitment processes. It is important that you carefully review this Recruitment Privacy Notice before submitting your application online.

2. Description

If you are interested in Vaisala as a future employer and use Vaisala's online application system, we collect personal data that you submit via the application system and use it for recruiting related purposes. Personal data is any information that can be used to identify you, or any other individual to whom the information may relate, such as name, address, e-mail address, telephone number, educational background, or other similar information.

3. Purpose and content of processing the personal data

The primary purpose of processing personal data is to carry out recruitment processes and communicate with job applicants for Vaisala's open positions. The data is available for recruiting HR team and relevant recruiting managers in Vaisala. Status Information on the recruitment process is manually entered in the system by an HR user or the recruiting manager.

The personal data collected consists primarily of information you choose to provide us via the application system.

- Name and username
- Phone Number
- E-mail address
- Home address
- CV and other attachments shared by applicant
- Date and position applied
- Education and work experience
- Skills and knowhow
- Publicly available information in LinkedIn profiles

- Possible information provided by applicant's references
- Assessment of applicant's suitability to the position applied
- Status Information related to the progress of the recruitment process and selection
- Sent e-mails to the candidate
- Information on salary request and current job title (optional)
- Source channel (optional)

4. Retention period

Data contained in application will be kept in the register according to time period ruled by national regulations.

In Finland the applications are filed for maximum 12 months from the end of recruitment process or applying with open application. The application will be deleted right away after recruitment process upon candidate's e-mail request to address: privacy@vaisala.com.

5. Data recipients and international data transfers

Your data will only be processed by Vaisala employees or individuals operating for or on behalf of Vaisala who are authorized to process personal data.

Data is disclosed only in compliance with national and international laws, regulations and instructions. Data is transferred to other countries only in cases where recruiting manager is in other location than open position. Your personal data may be accessed by recruiting managers and interviewers working in the country where the position for which you are applying is based, as well as by recruiters and interviewers working in different countries within the Vaisala organization. The application system is provided by a third party service provider which may process the personal data in connection with their service provision activities. We may also share your personal data with other third party service providers that may assist us in recruiting talent, administering and evaluating pre-employment screening and testing.

Transferring personal data outside the EU and the EEA shall be carried out in accordance with the requirements of the applicable data protection regulations.

6. Data protection principles

We have implemented generally accepted standards of technical and operational security to protect personal data from loss, misuse, alteration, or destruction. Only specific personnel of Vaisala and of our third party service providers are provided access to personal data, and these employees and third party service providers are required to treat this information as confidential.

For applicants the requirement for using the recruitment system includes creating a user account with username, password and e-mail address. In Vaisala the access rights to the recruitment system are administered by HR main users. In addition to HR team, access rights are given for recruiting managers. Managers are able to see applications of their own on-going recruitment.

7. Your rights

We take reasonable steps that are designed to keep your personal data accurate, complete, and up-to-date for the purposes for which it is collected and used. We also have implemented measures that are designed to ensure that our processing of your personal data complies with this Recruitment Privacy Notice and applicable data protection regulations.

You have the right to request access to the personal data that we have collected about you for the purposes of reviewing, modifying, or requesting deletion of the data. You have the right to request a copy of the personal data we have collected about you and to have any inaccuracies about you corrected. You may also request that we stop processing your personal data (e.g., if you choose to withdraw from our recruiting process).

If you would like to make a request to access, review, or correct the personal data we have collected about you, or to discuss how we process your personal data, please contact us at privacy@vaisala.com.