

**Controller**

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**Controller's responsible person**

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**Register name**

Insecon Oy jobseeker register

**Purpose of the register**

The register collects information that Insecon Oy needs in recruiting jobseekers and in creating and maintaining an employment relationship. A job seeker can assign an application to a particular job or submit an open application.

The collection and storage of personal data is based on the consent of the jobseeker (sending the application is considered consent). The application information provided by the jobseeker is stored and used in the jobseeker register. The jobseeker may request his / her information to be removed immediately, else it will be removed within six months of receipt.

**Register data source**

Information provided by the jobseeker.

**Information content of the register**

Name, address, postcode, telephone, e-mail, date of birth, type of job being applied for, education, work experience, skills, CV and application attachments (photo, employment certificates, school certificates) and the applicant's own presentation.

**Information disclosure to a third party or transfer outside the EU / EEA**

The data may be transferred, as recruitment progresses, to the controller's select partners who process the data on behalf of the controller, on the basis of a cooperation agreement between the parties. In this case, the data processor does not have the right to transfer the data to their own personal registers.

The information stored in the register will not be passed on or transferred outside the EU or the EEA.

**Rights of the data subject**

The data subject has the right under the Personal Data Act to check what information about him or her has been stored in the register.

At the request of the data subject, the necessary corrections and additions shall be made to the personal data. Data which is incorrect, unnecessary, incomplete or out of date shall be deleted.

The data subject information is checked and updated by contacting the controller's contact person.

**Register security measures**

Personal data is protected against unauthorized access and unauthorized processing (eg destruction, alteration or disclosure). Each processor can only process the personal data needed in the course of their work.

Documents are kept protected from outsiders in a locked area. Documents are printed only when necessary and paper prints are destroyed after use. The electronically processed information contained in the register is protected by firewalls, passwords and other technical means generally approved in the security industry.

Only specified employees of the controller and the companies acting on its behalf and for its account shall have access to the information contained in the register with the right of access granted by the controller.

**Modifications to the privacy statement**

Insecon Oy reserves the right to change this register privacy statement by announcing it on its website. Changes can also be based on changes in legislation.

We recommend reading the announcements on a regular basis.

This Privacy Statement was last updated on 17.4.2020.