

## **PRIVACY STATEMENT FOR RECRUITMENT REGISTER**

(General Data Protection Regulation (EU) 2016/679, articles 12-14)

This privacy statement explains how Fingrid Group processes personal data concerning recruitment within Fingrid Group. Fingrid Group comprises Fingrid Oyj and its subsidiaries Finextra Oy and Fingrid Datahub Oy. Fingrid Oyj deals with questions concerning personal data centrally within the Group, and the execution of the rights of data subjects presented below in this statement.

### **1. Contact information for the Registrar**

Fingrid Oyj, Data Protection Officer  
Läkkisepäntie 21  
00620 Helsinki  
PO Box 530, 00101 Helsinki

Fingrid Oyj - telephone switchboard +358 (0)30 395 5000

### **2. Person in charge of register matters**

Data Protection Officer Niko Tuononen  
E-mail: [dpo@fingrid.fi](mailto:dpo@fingrid.fi)

### **3. The purpose of and grounds for personal data processing**

Fingrid processes personal data for recruitment purposes. The purpose is to manage Fingrid's external and internal recruitment. The register covers the processing, storage and communication to applicants of the receipt of applications arriving for open, targeted and internal recruitment. The data is processed confidentially and used only for filling vacant positions.

The legal basis for processing is Fingrid's legitimate interest and data subject's consent.

### **4. Personal data to be processed**

Recruitment:

- basic information such as name, contact details
- work experience
- education and the qualifications of the applicant
- credit information
- possible results of drugs tests and security screenings
- possible job-specific suitability assessments

- additional information concerning the progress of and selection for the recruitment process
- other information voluntarily entered by the employee
- the result of a pre-employment examination

## **5. Regular data sources**

Data is mainly obtained from the data subject him/herself.

In addition to this, data may also be obtained from recruitment partners, suitability assessments, credit information registers and authorities such as the police.

## **6. Regular assignments of data**

Personal data may be assigned to recruitment partners as part of the recruitment process. Personal data is not assigned without the knowledge of the data subject.

## **7. The transfer of data outside the EU or EEA**

Data in a register may be transferred outside the area of member states of the European Union or the European Economic Area, if this is necessary from a perspective of the technical execution of the data processing. In that case, the transfer of the data complies with the requirements stipulated in the EU Data Protection Regulation.

## **8. Data protection**

Data is protected by appropriate technical and organizational measures. The paper material is stored in a locked state. Electronic material is protected by technical measures and access to the systems is granted only to those persons for whom it is necessary for their work or function. Fingrid's personnel are bound by professional secrecy. Staff are trained and instructed in the lawful processing of personal data.

External data processors are also required to have adequate technical and organizational protection measures as well as a commitment to confidentiality.

## **9. The time for processing data**

Data is stored for 12 months.

## **10. Rights of the data subject**

A data subject is entitled to ask the registrar for access to personal data concerning him/herself, and has the right to request the correction of his/her personal data, the limiting of its processing or the deletion of the personal data.

A data subject also has the right to receive the personal data that he/she has given about him/herself in widely used machine-readable form, and has the right to transfer such data to another registrar. If technically possible, a data subject is entitled to have his/her personal data transferred directly from one registrar to another.

A data subject may use his/her rights by contacting:

Fingrid Oyj / Niko Tuononen  
PO Box 530, 00101 Helsinki

E-mail: [dpo@fingrid.fi](mailto:dpo@fingrid.fi)

## **11. Automatic decision-making and profiling**

The Registrar does not make decisions based on automatic processing.

## **12. Making a complaint to the supervisory data protection authority**

If a data subject considers that the processing of his/her personal data breaches applicable legislation, or his/her statutory rights have been infringed, he/she may make a complaint about the matter to the Data Protection Ombudsman whose contact information can be found at the following address: <http://www.tietosuoja.fi/en/>.