

JFP Executive Oy Data Protection Principles

In this document JFP Executive Search Oy states the company's Data Protection Principles in accordance with the Law on Personal Data (523/1999) 10 § and 24 §, as well as the EU's General Data Protection Regulation, that became enforceable May 25th, 2018.

General information about the usage of personal data

JFP Executive Search Oy (hereinafter referred to as "JFP") processes personal data with consideration and in accordance with the current Finnish Law on Personal Data and the EU's General Data Protection Regulation. The key policy principles of JFP are respect for the privacy of personal data and compliance with good data protection principles.

The conditions and purpose of processing personal data

JFP archives, with the explicit consent of potential jobseekers (hereinafter referred to as "Candidate"), relevant information about the Candidates. The relevant information is related to the candidates' training, work experience and other aspects of job search and job creation. With the information, JFP aims to provide its client companies professionals, whom are tailored to the clients' individual needs.

JFP also collects information about clients, partners and service providers (hereinafter referred to as "Partner") that is relevant for the business, providing services and executing search assignments. The data collection is related to JFP's legitimate interest to provide services and implement contracts, as well as to some legal regulations regarding for example bookkeeping. Further, the aim with collecting the data is to manage, analyze, develop and collect data about client relationships relevant for the business.

Collecting data

JFP collects Candidates' personal data directly from the Candidates themselves. JFP collects data about Partners mainly from the Partners' representatives themselves in different context, for example by phone, e-mail, during meetings or when signing contracts, or in other similar situations. Moreover, JFP can collect information about Partners also from legally operating third-party information providers.

Processing and holding data

The employees handling personal data are schooled to their duties and instructed to appropriate personal data processing. The personal data is only processed by employees who are required to handle personal data to perform a specific task. The employees handling personal data are, based on confidentiality agreements, obligated to process personal data with high confidentiality.

The personal data of the Candidates and Partners are held in an electronic data system that is properly protected by usernames, passwords and other appropriate technical means. Personal data contained in paper format is stored in a locked archive.

The Candidate's personal data will be held for three (3) years, after which an update of personal data with the Candidate's consent will be requested. The Partner's data is held for a necessary amount of time, unless the law obliges JFP to keep the data for longer, for example for accounting or reporting issues. The time and criteria for holding the data varies depending on Partner specific needs and intentions. Contract related documents are mainly retained for ten (10) years due to legal obligations and responsibilities, unless there are grounds for keeping the information for longer in JFP's binding law for or its enforcing rights. The retention of personal data of the Partner's representatives depends on how long the person acts as a representative towards JFP.

Regular disclosure of data

Personal data of a Candidate will not be disclosed to third parties, unless the Candidate provides consent to disclose the data.

JFP can expose Partners' data to third parties, when exploiting third-party service providers that provide JFP with financial, legal and IT related services. A Partners' data might also be exposed to authorities, if required by law. JFP does not expose data to third parties without a weighing reason. All JFP's Partners also follow the Finnish Law on Personal Data, as well as the EU's General Data Protection Regulation.

The right to access data

According to Law on Personal Data (523/1999) 26 §, the candidate has the right to access the information that has been stored in the personal register. The request for verification must be sent written and signed to JFP Executive Search Oy's Managing Partner.

Contact information

The person responsible for JFP Executive Search Oy's registry, Jouko Pitkänen, Managing Partner, is happy to answer any questions about the data protection of the Candidates.

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