

## JFP Executive Search Oy's Privacy Policy

*JFP Executive Search Oy's Privacy Policy 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.*

### Controller

JFP Executive Search Oy  
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### Contact

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### Name of the register

JFP Executive Search Oy Candidate Database.

### Purpose of the register and processing personal data

On the consent of a registered person, JFP Executive Search Oy (hereinafter referred to as "JFP") collects information about candidates and job applicants (hereinafter referred to as "Candidate") that is relevant for job seeking and hiring. Examples of relevant data is listed below, and is related to the Candidates' education, experience or other details requires for employment. With the data JFP strives to find professionals matching the client's individual demands and needs.

### Content of the register

The database contents information about the registered Candidate, which s/he has provided to JFP. The database can include the following information:

- Name
- Contact information, such as address, e-mail address, phone number
- Education, including a description of the studies, places and times
- Language skills and international experience, including information about commands abroad
- Working history, including description of employers, assignments, tasks and time of employment
- Arrival date of application
- Information about JFP's search assignments, in which the Candidate has participated
- Date, when the Candidate has been met or interviewed
- Information about if a client has hired the registered as a result of a search done by JFP

## Regular sources of information

The sources of information that is included in the register are the subjects themselves.

## Regular disclosure of data

JFP does not disclosure data to third parties, unless JFP has asked for permission to disclosure information for a customer in a specific assignment.

Information is not moved outside the European Union or the European Economic Area.

## Register protection principles

All personal data is kept strictly confidential. The data is collected in an electronic database, which is protected by firewalls, passwords, and other technical measures. Access to the system requires a personal username and password, which each user has. The server with the database is held by a service provider in locked and secured premises and are available only for specific assigned employees.

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 rights of the registered

### *Data inspection*

According to personal data protection regulations and the Finnish law, the registered has the right to inspect, what data is held in the database. The inspection request must be sent written and signed to the Managing Partner of JFP Executive Search Oy.

### *Rectification of incorrect data*

The registered has the right to get the incorrect, unnecessary, incomplete or outdated personal data corrected in the registry, without undue delay.

### *Other rights*

The registered has the right to decline the collector to process data for direct advertising, distance sales or other direct marketing, as well as market and opinion polls.