

Recruitment Registry Privacy Notice

Parmaco may update this Privacy Notice from time to time. We encourage you to check this Privacy Notice regularly for updates.

1 Data Controller

The companies listed below act as separate data controllers or joint data controllers that process personal data as described in this Privacy Notice. The companies have entered into an agreement that defines their roles and responsibilities in various situations.

Parmaco Group Oy, 2945829-3
Parmaco Oy, 2465039-0
Parmaco Production Oy, 2465036-6
Parmaco AB, 559009-7290

(hereinafter "Parmaco")

2 Inquiries regarding registration matters

Phone: +358 20 734 0011
info@parmaco.fi

3 Name of the registry

Recruitment Registry

4 Purpose and legal basis for data processing

The purpose of processing such personal data is to receive and process job applications and to manage the recruitment of Parmaco's staff.

The legal basis for processing personal data is as follows:

- Parmaco's legitimate interest, which is based on the need to process personal data for recruitment purposes and arises from the relationship between us.
- The job applicant's consent, which may be requested, for example, in the following situations:
 - collection of personal data from references
 - processing of personal data when assessing suitability
 - processing of personal data for the purpose of conducting medical examinations
- to carry out pre-contractual measures agreed upon between the selected job applicant and Parmaco.

5 Retention Period for Personal Data

Personal data received through open applications is retained for twelve (12) months from the date of receipt of the application. In the case of a recruitment process for a specific open position, the retention period is two (2) years.

6 Contents of the Registry

The registry contains the following information about data subjects:

- name, date of birth
- contact information:
 - phone number, email address, and mailing address
- information regarding the application and resume (CV), such as work and educational background, skills, and honors
- information regarding job interviews and tests
- any other information voluntarily provided by the applicant (such as information contained in a LinkedIn profile)
- Answers to the questions asked on the application portal.

7 Regular sources of information

The job applicant is the primary source of the registered data. Other sources are used within the limits permitted by applicable law.

By submitting a job application, the job applicant grants Parmaco permission to collect information from the applicant's publicly available profile for professional purposes, to the extent that such collection is necessary and relates to job performance, taking into account the open position.

8 Transfer of Data Outside the EU or EEA and Routine Disclosure of Data

Parmaco does not routinely disclose data from the registry to third parties unless the job applicant has been asked for and has given consent to the disclosure of data, for example, for the purpose of assessing suitability. Parmaco discloses personal data, as permitted and required by applicable law, to parties that are entitled to receive information from the registry under the law, collective bargaining agreements, and/or contracts, such as employment authorities. Parmaco may also disclose data for other purposes in accordance with Finnish law.

Parmaco processes data internally and uses subcontractors who process personal data on its behalf. In addition, Parmaco uses subcontractors to process personal data in connection with the following services:

- financial administration (including payroll and accounting)
- HR and recruitment services
- IT management.

Parmaco does not, as a general rule, transfer personal data outside the EU/EEA. However, the marketing and IT management systems used by Parmaco may allow a service provider to access data from outside the EU/EEA. When personal data is processed outside the EU or EEA, Parmaco ensures that the service provider has committed to complying with the European Commission's Standard Contractual Clauses for the processing of personal data.

9 Data Protection Principles

Manually processed materials are stored in locked facilities with restricted access. Data stored in electronic form is kept in Parmaco's information systems, which use technical methods and programming measures to ensure data protection and control data access. Access rights are restricted to designated individuals to the extent required by their job duties. Individuals who use the registered data are bound by a duty of confidentiality.

10 Job Applicant Rights

Job applicants have the right to review the personal data stored in the registry that pertains to them and the right to request the correction or deletion of such personal data. If a job applicant has access to their data, they may edit it themselves. With regard to processing based on consent, the job applicant also has the right to withdraw or modify their consent. Withdrawal of consent does not affect the lawfulness of processing prior to the withdrawal of consent.

Job applicants have the right to object to the processing of their data or to request that processing be restricted, and to file a complaint with the supervisory authority.

For reasons related to their specific situation, job applicants also have the right to object to other processing activities when the legal basis for the processing is a legitimate interest. When making such a request, the job applicant must specify the particular situation on the basis of which they are objecting to the processing. Parmaco may refuse a request to object only on lawful grounds.

11 Contact Person

All inquiries and requests regarding this Privacy Notice must be submitted in writing or in person to the person listed in section two (2).