

DESCRIPTION OF THE FILE

EU General Data Protection Regulation (2016/679, "GDPR"). Version 1.1, dated 03 May 2018

Updated: 9.1.2019

1. Controller	Lamor Corporation Ab (FI20385171) Rihkamatori 2, FI-06450 Porvoo, Finland
2. The person in charge and/or contact person	Laura Öhman Rihkamatori 2, FI-06450 Porvoo, Finland Tel. +358 20 7650 100 Email. laura.ohman@lamor.com
3. Name of the data file	Job Applicant Data File
4. The purpose of processing	Personal data is processed for the purposes of keeping a data file of the job applicants who have applied to Lamor Corporation Ab. The application may be an open application or one for a certain position.
5. Content of the data file	The following personal data related to job applicants is processed: <ul style="list-style-type: none"> • Name; • Date of birth; • Address, Phone numbers, Email(s) and other contact information; • Information on the data subjects' education and work experience, language skills and other skills • Copies of the Curriculum vitae and/or job application
6. Regular sources of information and basis of processing	Personal data is obtained directly from the job applicant. In certain cases, the information can be obtained from referees or HR consultants/personal assessment organisations used by the controller in connection with the recruitment process.
7. Regular destinations of disclosed data	If the job applicant has sent their application for a position in Lamor's office abroad, the application is made available to such office(s). In addition, personal data is disclosed to HR consultants/personal assessment organisations used by the controller in connection with the recruitment process. Third party subcontractors may be utilized in the processing of the data. Each provision of data is done in accordance with requirements of GDPR and applicable legislation.
8. Transfer of data outside European Union (EU) or the European Economic Area (EEA)	The data is not transferred outside EU/EEA countries unless the job applicant has sent their application for a position in Lamor's office / subsidiary outside EU/EEA area, in which case the application is made available to such office(s). In such cases, the transfer is done in accordance with requirements of GDPR and applicable legislation.
9. The period for which the personal data is stored	The personal data is stored as long as the recruitment process for which the job applicant has sent their application is ongoing. If the data subject has given his/her explicit consent the personal data is stored for subsequent twelve (12) months after which the data will be automatically destroyed.

<p>10. The principles of protection of the data file</p>	<p>The data is stored electronically only. The controller has carried out technical and organizational measures necessary for securing personal data against unauthorised access, accidental or unlawful destruction, manipulation, disclosure and transfer and other unlawful processing.</p> <p>At the controller, only named persons have the right to process personal data contained in the register. These persons are bound by confidentiality obligations.</p>
<p>11. Rights of the data subject</p>	<p>Right of access</p> <p>The data subject has the right to access his / her personal data recorded in the file. The request to access the data should be sent to the contact person above, and should be in writing and signed. The inspection request can also be made in person at the controller's office.</p> <hr/> <p>Right to rectification</p> <p>The data subject has the right to request the rectification of incorrect information by contacting the controller.</p> <hr/> <p>Right to erasure</p> <p>The data subject has the right to obtain from the controller the erasure of personal data concerning him or her, to the extent permitted by law.</p> <hr/> <p>Right to restriction of processing</p> <p>The data subject has the right to obtain from the controller restriction of processing, as set forth in GDPR.</p> <hr/> <p>Right to object</p> <p>Where the personal data is processed on the basis of legitimate interest of the controller, the data subject has the right to object at any time the processing of personal data concerning him or her for such purpose.</p> <hr/> <p>Right to data portability</p> <p>Where the processing is based on the data subject's consent or contractual relationship and is carried out by automated means, the data subject has the right to receive the personal data concerning him or her, which he or she has provided to the controller and have the right to transmit those data to another controller.</p> <hr/> <p>Right to lodge a complaint with a supervisory authority</p> <p>The data subject has a right to lodge a complaint with a supervisory authority (Finnish Data Protection Ombudsman) if the data subject considers that the processing of personal data breaches the data subject's rights pursuant to the Finnish legislation or the GDPR.</p>