

## Job seeker register

### Orton Oy

#### 1. Data controller

Orton Oy

Tenholantie 10, FI-00280 Helsinki

Telephone: +358 9 474 81

Email: rekrytointi@orton.fi

Persons handling register matters: Pipsa Hakasaari, HR Manager, tel. +358 40 663 2244, email pipsa.hakasaari@orton.fi

#### 2. Basis and purpose of the register

Job applications and CVs are used as a selection criteria when selecting a new employee. Before starting a new recruitment, any current open applications are reviewed.

#### 3. Data stored in the register

Job applications and CVs are stored in the register. These documents contain varying degrees of information that the job seeker himself or herself has seen as important. If the information was delivered by email, the message and all its contents are deleted from the recipient's email.

#### 4. Regular data sources

The information is always sent voluntarily by the job seeker. At his or her discretion, the job seeker provides the relevant information for the job applied for. Orton Oy does not request information from other parties. The professional permits of health care professionals are checked in the public Julkiterhikki database for the person selected for the position.

#### 5. Protection of data

Only personnel in HR Services have access to recruitment emails. Documents provided by the job seeker are stored on a network disk drive that is accessible only to HR Services personnel, and they are password-protected. HR Services provides a summary of the applications to the recruiting supervisor. The supervisor is committed to deleting the summary once the selection decision has been made.

Open applications are located on a disk drive accessible to persons in supervisory positions and HR Services personnel.

#### 6. Profiling

The data will not be used for profiling purposes.



#### 7. Disclosure of data

No data identifiable to a specific person related to job seekers will be disclosed to third parties. No data will be disclosed outside the EU/EEA.

#### 8. Erasure of data

Open applications are retained for 12 months. If the job seeker wants his or her data deleted earlier, he or she must notify the address: [rekryointi@orton.fi](mailto:rekryointi@orton.fi).

Applications with attachments received for a targeted recruitment are retained for two years after the recruitment has been completed. The data of the person selected for the position is transferred to the HR system. The data stored at the beginning of the employment relationship is specified in more detail in the general privacy policy of HR Services.

#### 9. Right of access and rectification of data

Job seekers have the right to request access to the data stored concerning them or to request that the data be rectified or erased. The retention of job applications is based on the job seeker's consent, in which case he or she also has the right to withdraw his or her consent.

All requests should be sent to [rekryointi@orton.fi](mailto:rekryointi@orton.fi). If necessary, the identity of the data subject may be verified before taking any action.