

DATA PROTECTION NOTICE

Controller:	Evli Plc ("Evli") Aleksanterinkatu 19 A P.O. Box 1081 FI-00101 Helsinki tel. +358 9 476 690
Contact person in register matters:	Evli data protection officer: tietosuoja@evli.com
Name of register:	Evli Group HR Register – Recruitment
Purpose of register:	Recruitment: Processing of job and training applications.
Data subjects:	External and internal job and training applicants. Recruiters (HR) act as the main users of the recruitment system (Reachmee) and determine which supervisors / team members have access to which recruitment projects in the system. An external recruitment consultant may get access to the recruitment project on a case-by-case basis. In addition to the recruitment system, Evli also has a list of student ring members maintained in Microsoft Teams.
Data content of register:	<p>Stored data:</p> <ul style="list-style-type: none"> • The applicant fills in the following information: email, name, telephone number, hometown, country, CV, application letter and, if necessary, any other attachments (study register, certificates). The applicant can remove his / her own data at any time, otherwise all data will be deleted after 12 months. • The recruiter (HR) and supervisors / team members can evaluate applicants on the system. <p>Systems using the register:</p> <ul style="list-style-type: none"> • Reachmee recruitment system • Teams (student ring) • Recright
Regular data sources:	Data is mainly obtained from the data subjects themselves with their consent. Recruitment is done by the supervisors with support of HR team.
Internal recipients:	Evli Group HR, supervisors, team members and for the applicant himself/herself.

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<p>Regular data disclosures:</p>	<p>Data can be disclosed to Evli Group companies, and to the authorities so they can exercise their statutory right of access to data. Otherwise, data may be disclosed only with the data subject's consent or authorization.</p>
<p>Transfer of data outside the EU or EEA:</p>	<p>Data is primarily processed within the EU/EEA. Data can be transferred outside the member states only in the manner permitted by legislation.</p>
<p>Register security:</p>	<p>Manual data:</p> <ul style="list-style-type: none"> • All the people who process data are subject to a statutory professional secrecy obligation and/or non-disclosure agreement • The data is kept in locked premises • Access control in all premises where data is kept. <p>Electronically stored data:</p> <ul style="list-style-type: none"> • All the people who process data are subject to a statutory professional secrecy obligation and/or non-disclosure agreement • Access to the register is restricted with access rights. Each processor of personal data has his/her own user ID and password • Access groups to information systems are implemented so that each user has access only to the information they need for their work tasks. • Access to the database is restricted with administrator rights. Each administrator has a separate user ID and password for administrative tasks • The information systems used to process the records are managed in accordance with the Evli Group's security policies and guidelines. Technically, the information systems and their user interfaces are protected, among other things with firewalls and system data is regularly backed up. • Encryption is used when transferring data over the public network, unless the data subject expressly permits unencrypted data transfer (e.g. use of unencrypted email is permitted with the applicant's express consent) • Access control in all premises where data is processed. • The confidential information in the registry, their retention period, archival and deletion rules are defined in Evli Group archiving, privacy and information security guidelines.
<p>Right of inspection and right to require correction of data:</p>	<p>The applicant has the right to inspect the data regarding him/herself that is stored in the register. Requests regarding the right of inspection must be presented in writing to the register's contact persons. The applicant is identified before the right is fulfilled.</p>

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	<p>If there are errors or omissions in the registered data, the applicant can contact Evli, Human Resources or data protection officer to correct or request removal of the data or to exercise any other rights of the data subject. Evli, P.O. Box 1081, FI-00101 Helsinki. Tel. +358 9 476 690.</p>
Other rights related to the processing of personal data:	Information on use of personal data: https://www.evli.com/en/footer/use-of-personal-data