

## PRIVACY STATEMENT

### 1. Registry Holder

BASE It Oy (3240810-7)  
Ahventie 4  
02170 Espoo

### 2. Register contact person

Anastasia Rantala, CEO  
E-mail address [anastasia@baseit.fi](mailto:anastasia@baseit.fi)

### 3. Registry details

The controller collects personal data when recruiting for the TalentAdore recruitment system, which is provided by Talentadore Oy (service provider).

The following information is provided and collected in the register:

- name and contact information
- CV information

The data collected may also include, for example, a person's photograph, training and employment history, reference data, work samples and other additional information relevant to recruitment.

### 4. Purpose and grounds for processing personal data

The controller collects and processes personal data to carry out recruitment measures and promote the employment of the person. Personal data is processed based on the person's consent.

### 5. Processors of personal data

Personal data is processed by persons involved in the recruitment of the controller, as well as by any third parties selected by the controller.

In addition, personal data is processed by the controller's service provider in order to provide the controller with a technical platform for carrying out recruitment measures. Other potential processors may have different recruitment assistance systems.

### 6. Data sources

The data source is the person himself or herself by providing personal data when applying for a job and providing additional information on request.

### 7. Retention period for personal data

As a rule, personal data is stored for 12 months from the time the application is saved. In certain cases, personal data may be stored for longer. In these cases, the person is asked for separate consent to longer-term storage.

In principle, personal data in a Talent Community is stored for 12 months (retention period) from joining or adding to a talent ingeniary. At the end of this retention period, the person is actively asked about their willingness to continue as a member of the community. With active approval, a person can also continue as a member of the community for a longer period, otherwise personal data will be automatically deleted after the retention period.

## 8. Rights of the data subject and their implementation

Under the GDPR, the data subject has the right to:

- Withdrawal of consent
- Access to personal data
- Right to correct errors
- Right to prohibit direct marketing
- Right to object to processing
- Right to restrict processing
- Right to have the data transferred.

In order to implement the data subject's rights, a request is requested to the contact person of the register.

## 9. Security

Personal data is stored on the servers of the service provider, which are protected in accordance with general industry practices. The personal data collected and processed shall be kept confidential and shall not be made available to persons other than those in need of it in their work or confidentially and to a limited extent on the basis of service contracts to the controller's customers. Access to personal data is protected by user-specific IDs, passwords, and permissions.

If a person has stored personal data in the controller's recruitment system, the sole purpose of data processing is to fulfil the measures required for recruitment. The service provider is responsible for technical and secure security. For example, the service provider may have to process personal data in technical surveys. The service provider's personnel have signed a non-confidentiality agreement and undertake to process personal data securely, confidentially, and only to provide the service.

## 10. Data processing

As a rule, personal data is processed only in the EU/EEA. In certain cases, personal data may also be processed technically outside the EU/EEA. In this case, the service provider ensures that personal data is processed in accordance with the requirements of the GDPR and that the processing in accordance with the Regulation is agreed upon by the data processing agreements required by the Regulation.

## 11. Automated decision-making

The personal data in the register is not subject to automated decision-making.