

**INFORMATION SHEET:  
PKC Group's recruitment process (EEA)**

<p><b>1. Controller</b></p>	<p>PKC Group Ltd Bulevardi 7, FI-00120 Helsinki, Finland</p> <p>Controller is PKC Group Ltd for general purposes on EEA level and for each open position the controller is each recruiting company within PKC Group.</p>
<p><b>2. Controller's representative</b></p>	<p>PKC Group Ltd: Marjo Lukinmaa <a href="mailto:marjo.lukinmaa@pkcgroup.com">marjo.lukinmaa@pkcgroup.com</a> Vihikari 10, FI-90440 Kempele, Finland +358 40 7240 749</p> <p>Contact details for each recruiting company are specified in each recruitment advertisement or for open application on each company's recruitment web pages.</p>
<p><b>3. The contact details of the data protection officer</b></p>	<p><i>Not applicable</i></p>
<p><b>4. Name of the register</b></p>	<p>PKC Group's recruitment process</p>
<p><b>5. The purposes of the processing for which the personal data are intended as well as the legal basis for the processing</b></p>	<p>Candidate selection and assessment.</p>
<p><b>6. Content of the register</b></p>	<p>Register may contain the following information on candidate:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• CV</li> <li>• Application</li> <li>• Data specified in each recruitment advertisement</li> <li>• Other information provided by applicant</li> <li>• Depending on position, possible third-party assessment</li> </ul>
<p><b>7. Regular sources of information</b></p>	<p>Applicants themselves</p>
<p><b>8. Recipients or categories of recipients of the personal</b></p>	<p>Data is mainly used by HR Department and position related management, possible external recruitment partner company, and depending on position,</p>

<b>data</b>	possible third-party assessment provider.
<b>9. Transfers of personal data to and outside EU or international organization by controller</b>	Depending on position, the recruitment process may include data transfers to other Group companies for internal approval process to USA (adequacy decision available under privacy shield and/or appropriate safeguards under model clauses) and India (no adequacy decision, appropriate safeguards under model clauses).
<b>10. The principles how the data file/register is secured: reference to the technical and organizational measures</b>	<p><b>Manual material and emails</b></p> <p>Copies of candidate data may be stored</p> <ul style="list-style-type: none"> <li>• in manual registers with access only to personnel on a need-to-know basis</li> <li>• email correspondence in private computers of respective persons participating in recruitment process with user limited access control.</li> </ul>
<b>11. The period for which the personal data will be stored.</b>	Country specific storage period; or unless specifically defined, maximum 6 months for open applications.
<b>12. If applicable, the existence of automated decision-making,</b>	<i>Not applicable</i>
<p>Where the controller intends to further process the personal data for a purpose other than that for which the personal data were collected, the controller shall provide the data subject prior to that further processing with information on that other purpose and with any relevant further information.</p> <p>Where personal data have not been obtained from the data subject, in addition to information above, the controller shall provide the data subject information from which source the personal data originate, and if applicable, whether it came from publicly accessible sources.</p> <p>Everyone has a right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability. The request for the revision has to be made by a written personally signed document or in person to the up keeper of the register. Request for revision will be addressed to:</p> <p style="padding-left: 40px;">Finland:          PKC Group Ltd          Marjo Lukinmaa          Vihikari 10, FI-90440 Kempele, Finland  <a href="mailto:marjo.lukinmaa@pkcgroup.com">marjo.lukinmaa@pkcgroup.com</a></p> <p style="padding-left: 40px;">Other countries: Contact details for each recruiting company are specified in each recruitment advertisement or for open application on each company's recruitment web pages.</p>	

Everyone has the right to lodge a complaint with a supervisory authority:

Finland:

Tietosuojavaltuutetun toimisto  
PL 800  
00521 Helsinki

Office of the Data Protection Ombudsman  
P.O. Box 800  
FIN-00521 HELSINKI  
FINLAND

Vaihde: 029 56 66700  
Faksi: 029 56 66735  
Sähköposti: tietosuoja(at)om.fi

Tel: +358 29 56 66700 (exchange)  
Fax: +358 29 56 66735  
Email: tietosuoja@om.fi

Other EEA countries:

[http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index\\_en.htm](http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm)

By applying to open position or sending their open application, applicants give their consent that their data may be used and if need be transferred to third parties / countries as described above. Where the processing is based on data subject's consent, everyone has the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. Request for withdrawing consent has to be made in writing and addressed to:

PKC Group Ltd  
Marjo Lukinmaa  
Vihikari 10, FI-90440 Kempele, Finland  
marjo.lukinmaa@pkcgroup.com

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