

Job applicant privacy policy

1. Controller and contact information

Controller:
Nordic Electro Power Oy
(2798030-1)
Silmukskatie 6, 65100 Vaasa
Data Protection Contact person:
Mika Alatalo
p. 050-3615496
email:: mika.alatalo@nepower.fi

2. Purpose and legal basis for processing

The job applicant register is used to manage recruitment processes. Personal data is processed in order to:

- Receive and handle job applications
- Assess applicants' suitability for open positions
- Enable communication during the recruitment process
- Make decisions regarding employment contracts

The processing is based on Nordic Electro Power Oy's legitimate interest to process personal data necessary for recruitment, as well as, where applicable, for taking steps prior to entering into an employment contract.

In certain situations, processing is based on the applicant's consent, such as:

- Collecting information from referees
- Conducting suitability or personality assessments
- Processing related to health checks or tests

If required by the position or legislation, a reliability or security background check may be carried out for the selected candidate.

3. Data we process

The job applicant register may include the following data:

- Basic information: name, preferred communication language, date of birth, username, or other unique identifier
- Contact information: phone number, email address, home address

- Application details: position applied for, type of employment, salary expectation, preferred start date, cover letter, and attached documents
- Education and work history: studies, degrees, language skills, job titles, duration of employment, and employers
- Special skills and personal attributes: certificates, references, portfolio links, assessments
- Recruitment process data: interview notes, selection decisions, or process termination
- Data processed with consent: suitability assessments or possible security clearances

Providing this information is required in order to participate in the recruitment process.

4. Sources of data

Applicants can register for open positions through two channels: via the Career Portal (<https://ura.nepower.fi/>) or through potential direct search. The privacy policy of the Career Portal is available at <https://ura.nepower.fi/privacy-policy>

Data is primarily collected directly from the applicant through the application, CV, and interviews. With the applicant's consent, data may also be obtained from other sources, such as referees, recruitment agencies, or public professional profiles (e.g. portfolio or LinkedIn pages). In some cases, data may be obtained from authorities as required by law.

5. Disclosure and transfer of data

Data is not disclosed to third parties without the applicant's explicit consent, unless required by law. Data may be disclosed to authorities or legal advisors when there is a lawful basis.

Nordic Electro Power Oy may use subcontractors, such as HR and IT service providers, for data processing. Subcontractors always process data in accordance with the controller's instructions and under data processing agreements.

Data is primarily processed within the EU/EEA. If processing occurs outside the EU/EEA (e.g. for technical support reasons), appropriate safeguards such as EU Standard Contractual Clauses will be ensured.

6. Data security and retention period

Technical and organizational safeguards are applied to protect personal data, including restricted access rights, passwords, firewalls, data encryption, and staff confidentiality obligations.

Retention periods:

- Applications for specific positions are deleted within one (1) month after the last update
- Open applications are deleted within one (1) month after the last update
- If the applicant is hired, the data will be transferred to the employee register

The necessity of data retention is reviewed regularly, and unnecessary data is deleted.

7. Rights of the data subject

The data subject has the right to:

- Access their personal data
- Request correction or deletion of inaccurate or outdated data
- Withdraw consent at any time if processing is based on consent
- Object to data processing due to personal circumstances when based on legitimate interest
- File a complaint with the Office of the Data Protection Ombudsman (www.tietosuoja.fi)

8. Contact and changes to this policy

All requests and questions related to the job applicant register should be directed to the contact information provided in section 1.

Nordic Electro Power Oy may update this privacy policy as necessary. Significant changes will be communicated appropriately.