

TRANSEARCH Finland GDPR Record

The personal data file for executive search process pursuant to the General Data Protection Regulation.

1. Data file name

Candidate data file

2. Controller

TRANSEARCH Finland Oy

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www.transearch.fi

3. Person in charge of matters related to the data file

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4. Purpose of the data file and grounds for keeping it

Personal data is used for evaluating the fit of candidates and for choosing persons for vacancies related to TRANSEARCH Finland Oy or its customer company.

The personal data subject

1) might currently be, 2) has recently been or 3) is interested in being a suitable candidate for our executive search assignments. In case 3, the data subject will be informed of the fact that his/her information will be retained in our system for five (5) years.

Personal data is also used for communications between TRANSEARCH Finland Oy and its customer company, development and daily operations, provided that it is related to the assignment between TRANSEARCH Finland Oy and its customer company's and the fulfilment of this assignment. Personal data will not be processed with customer companies without the consent of the data subject.

The processing of personal data is based on the consent of the data subject or the relevant connection pursuant to the General Data Protection Regulation.

Information concerning the applicants will be retained for five (5) years.

5. Data content of the data file

- Basic information (name and contact details)
- Educational background and work history of the candidate
- Information describing the candidate's skills/expertise and work experience
- Free-form additional information written by the consultants

6. Regular sources of data in the data file

Personal data is collected from LinkedIn, the candidate him-/herself as well as from interviews, suitability assessments and possible reference calls. The reference calls will not be processed without informing the personal data subject of it.

7. Disclosures of personal data

Personal data will not be transferred to parties outside TRANSEARCH Finland Oy or its customer without the candidate's consent. However, TRANSEARCH Finland Oy may disclose personal data as allowed and obligated by currently valid legislation.

Due to circumstances related to the technical processing of personal data, some personal data may be physically located on the servers of subcontractors used by TRANSEARCH Finland Oy,

from where they are accessed via an electronic user connection. Personal data is not transferred outside the European Union or the European Economic Area, unless the assignment demands the transfer. In this case, transfer of the personal data will not be processed without the permission of the data subject.

Data in the personal data file is not disclosed for any other purposes (e.g. direct marketing, or opinion polling) than ones mentioned above.

8. Protection and access rights of the data file

Personal data is collected into common databases that are protected with firewalls and other appropriate technical means.

The data file is used in a network environment. The server equipment of the data file are in a locked room that is accessible only to persons determined in advance. Computers and mobile devices that are used for accessing the data file are located in facilities that are under surveillance and secured with strong passwords.

The usage of the data file is monitored and supervised with the aid of personal access rights defined by TRANSEARCH Finland Oy. The access rights are terminated when the person transfers away from the tasks for which the access rights were granted.

9. Right of access

Pursuant to Section 63 of the General Data Protection Regulation, a personal data subject has the right of access to the data on him/her in a personal data file. The personal data subject may submit his/her request concerning the right of access in writing or in person to the person in charge of matters related to the data file, indicated under Item 3.