

Process - Recruitment

Purpose and basis of processing personal data

On what grounds and for what purpose will Ferring Ventures Oy process your (job applicant) data?

We collect and process personal data of job applicants for the purposes of filling vacant positions.

We process your personal data to fulfill contractual obligations or to carry out pre-contractual actions based on your consent and at your request. Your data will be processed in accordance with the provisions on the protection of privacy in working life, including the EU General Data Protection Regulation. Your personal data will be processed in the following matters and activities:

- job application process (incl. the processing of applications, interviews)
- any conduct of personal assessments
- credit record check of selected applicants
- personal security clearance of selected applicants in certain tasks

We will not process your personal data for any purposes other than those mentioned above.

Automated decision-making or profiling.

We do not use automated decision-making or profiling.

Name and contact details of controller.

HR Director Tiina Bies

Microkatu 1 S
FI-70210 Kuopio, Finland
+358 (0)17 240 875
info@finvector.com

Representative of data controller
HR Director Tiina Bies

Data controller's contacts
HR Director Tiina Bies

Data contents of the register

What information about job applicant will Ferring Ventures Oy process?

In order to carry out the recruitment, Ferring Ventures Oy collects information about job applicants belonging to the following categories of personal data:

- name and contact details
- information provided on the job application form and its appendices (e.g. CV, photo, links, salary request)
- information about the position applied for
- information about educational background, professional experience and skills
- recordings of video applications
- information about personal assessment

Data storage times

How long will Ferring Ventures Oy store job applicant's data?

Job applicant data will be stored for 12 months after you have been informed of the decision on whether or not you have been selected for the position. If you send us an open application, we will store it for 12 months.

How do we obtain personal data for processing?

From whom does Ferring Ventures Oy obtain the information required?

- From yourself as the job applicant
- From publicly accessible sources and third party service providers (credit check information, personal security clearance)

If the data subject gives their personal data for processing, the bases for giving the personal data are both the data controller's statutory obligation and an agreement between the data controller and the data subject.

Regular transfer and disclosure of personal data

To whom will Ferring Ventures Oy disclose your information?

Partners conducting any suitability assessments in one-off acquisitions or projects. With these service providers, a separate contract of service and non-disclosure obligations are made on a case-by-case basis.

Personal data of hired candidates will be transferred from TalentAdore recruitment system to HR System Sympa.

What kind of safety measures and procedures will Ferring Ventures Oy use to protect your personal data?

Personal data may only be processed by persons authorized to do so in accordance with access rights management. Access to personal data, hardware and servers is limited to persons whose duties require it.

Ferring Ventures Oy may utilize subcontractors for performing the tasks described herein. The subcontractors are subject to non-disclosure regulations and in compliance with the requirements laid down in the Data Protection Regulation of the EU (2016/679) and the national data protection legislation.

The employees have been instructed in the processing of personal data, and they are trained and tested to understand and prevent risks to the data in the data file.

The confidentiality, integrity, availability, data availability and redundancy of processing systems and services is ensured through various systems and methods, such as data security updates.

With regard to service companies engaging in data processing, the processing of data is based on agreements and access rights granted and supervised by FinVector Oy.

Transfer of data

Your personal data will not be transferred outside the EU or EEA.

Processing of data

Technically, data systems and their user interfaces are protected by a firewall, and systems' data are regularly backed up. Access to information systems is limited by access groups so that each user has access only to the information they need for their job assignments.

Persons employed by Ferring Ventures Oy and FinVector Oy are subject to a code of conduct.

Rights of the data subjects

The data subject has the right to inspect the data regarding them, and to demand that any incorrect data be corrected and that any data regarding them be deleted. Any such requests shall be submitted to the controller's contact person specified above.

In accordance with the GDPR, the data subject has the right to object or request restriction of processing of the subject's data, and to file a complaint against the processing of their personal data to the supervisory authority, Office of the Data Protection Ombudsman (Tietosuojavaltuutetun toimisto).