

Candidate Privacy Notice

This is a privacy notice, based on EU's General Data Protection Regulation, for Uniogen's recruitment and HR-system Solaforce.

1. Data Controller

Uniogen Oy
Tykistökatu 4B, 20520 Turku, Finland
careers@uniogen.com

2. Data Protection Officer (DPO)

Uniogen has appointed a Data Protection Officer.
For any data protection-related inquiries, please contact:
miro.marttila@uniogen.com

3. Name of the Register

Uniogen Candidate Register

4. What personal data we process

We process the following personal data in connection with recruitment:

- Contact details (name, email address, phone number)
- CV and application (work history, education, skills)
- Possible attachments (e.g. portfolio)
- Notes and evaluations related to the recruitment process
- Application date and source

5. Purpose of processing

Personal data is processed for the following purposes:

- Managing recruitment processes
- Assessing and selecting candidates
- Communicating with candidates
- Considering open applications for potential future opportunities

6. Legal basis for processing

The processing of personal data is based on:

- Steps taken prior to entering into a contract (at the request of the candidate)
- The legitimate interest of the data controller in recruiting employees

7. Sources of data

Personal data is collected:

- Directly from the candidate (application, CV, attachments)
- From publicly available sources, such as LinkedIn, when provided by the candidate

8. Recipients of personal data

Personal data is processed by:

- Uniogen employees involved in recruitment (HR and hiring managers)
- The recruitment system provider Solaforce, acting as a data processor

Personal data is not disclosed to third parties without a valid legal basis.

9. Transfers outside the EU/EEA

Personal data is not transferred outside the EU/EEA.



10. Data retention period

We retain personal data:

- For the duration of the recruitment process and max 6 months after it
- For open applications, for a maximum of 12 months from submission

After this, the data will be deleted.

11. Data subject rights

You have the right to:

- Access your personal data
- Request rectification or erasure of your data
- Object to or restrict processing
- Data portability (where applicable)
- Lodge a complaint with a supervisory authority (in Finland: Office of the Data Protection Ombudsman)

12. Data security

We process personal data confidentially and apply appropriate technical and organisational measures to protect it.

13. Changes to this privacy notice

We may update this privacy notice from time to time. The latest version is available on our website.

