

## PRIVACY POLICY

Processing of personal data of job applicants of Go On Finland companies

### WHO PROCESSES YOUR DATA?

[Contact information](#)

### WHO CAN YOU CONTACT WITH QUESTIONS ABOUT DATA PROTECTION?

If you have questions about data protection or want to exercise your rights, you can contact:

[Contact information](#)

### WHAT PERSONAL DATA DO WE PROCESS?

If you apply for a job with us, we process the following information about you:

- Basic information such as your name, date of birth, gender
- Contact information such as your home address, email address and phone number
- Application and other information included in the application process, such as language skills, training and qualification information, work experience and driving licence category (if the job you are applying for requires a driving licence)
- Information about your work permit and residence permit, if this is required by law
- Video interview / presentation
- Results and answers of aptitude and assessment tests, as well as their log data
- Information about the progress of the application process and possible qualification

### FOR WHAT PURPOSES AND ON WHAT BASIS DO WE PROCESS YOUR PERSONAL DATA?

We process your personal data for the preparation of an employment contract at your request, and for recruitment measures, as well as for the assessment of your suitability.

The processing of your personal data is based on the preparation and conclusion of an employment or service contract. The right to process your personal data is partly based on the legitimate interest created by the recruitment process.

Your personal data may also be processed on the basis of consent to the extent required by law, for example, for personal and suitability assessments.

Companies belonging to the same group as Go On Finland Oy, as well as independent franchisees belonging to the Go On Finland chain, are joint data controllers and, therefore, may use personal data for customer communication and marketing purposes. In addition, we may use your personal data for the planning and implementation of the business of the data controller and companies belonging to the same group or economic association as the data controller, including for controlling the activities of independent franchisees belonging to the Go On Finland chain.

## FROM WHERE DO WE COLLECT YOUR PERSONAL DATA?

We collect your personal data primarily from you.

Your data may also be collected from your referrer.

We may also collect information from your LinkedIn profile if you give consent in your job application by adding a link to your LinkedIn profile to your application.

## TO WHOM DO WE DISCLOSE YOUR PERSONAL DATA?

We will disclose your personal data if required by Finnish law or the authorities.

We may disclose personal data of a job applicant to our customer company in connection with recruitment or assignment to the extent necessary.

We may use the following service providers for the processing of personal data, which process your personal data in our chapter:

- IT system suppliers and other IT service providers.

## DO WE TRANSFER YOUR PERSONAL DATA TO A THIRD COUNTRY?

We do not transfer personal data outside the EU or the EEA.

## HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We keep personal data for as long as is necessary for the purposes of the processing of personal data or in order to comply with our legal obligations. Personal data concerning applicants will be deleted after 6 months from the submission of the application.

## WHAT RIGHTS DO YOU HAVE?

In order to exercise your rights, you can contact [Contact information](#).

### Right to access

You have the right to receive confirmation from us whether we process personal data about you. Furthermore, you have the right to access personal data concerning you, as well as information on the processing of your personal data in accordance with the Data Protection Regulation.

When you exercise your right to access, we will provide you with a copy of the personal data we process about you. If you request more than one copy, we may charge a reasonable fee based on administrative costs.

## Right to rectification

You have the right to ask us to rectify inaccurate and incorrect information without undue delay. Furthermore, you have the right to have incomplete personal data completed by providing us with further clarification.

## Right to erasure

You have the right to obtain from us the erasure of personal data concerning you without undue delay if:

- your personal data are no longer needed for the purposes for which they were collected or otherwise processed;
- you withdraw the consent on which the processing is based and there is no other legal basis for the processing of such data;
- you object to the processing of your personal data on grounds relating to your personal situation and there is no legitimate reason for the processing;
- we have processed personal data unlawfully; or
- the personal data must be deleted in order to comply with a legal obligation to which we are subject.

## Right to restriction of processing

You have the right to have our processing of your personal data restricted in such a way that, in addition to storage, your personal data may only be processed with your consent or for the establishment, exercise or defence of legal claims or the protection of the rights of another person if:

- you contest the accuracy of your personal data, in which case we restrict the processing for the duration of the verification of the accuracy of the data;
- we process your personal data unlawfully, and you object to the erasure of your personal data and instead request the restriction of the use of your personal data;
- we no longer need your personal data for the purposes of the processing, but you need it for the establishment, exercise or defence of a legal claim; or
- you have objected to the processing of your personal data on grounds relating to your personal specific situation and are waiting to establish whether our legitimate grounds override those of your objection.

## The right to transfer data from one system to another

You have the right to receive the personal data you provide to us in a structured, commonly used and machine-readable format, as well as the right to transfer such data to another controller if:

- we carry out the processing automatically; and
- the processing is based either on your consent or is necessary for the performance of a contract



between us or in order to take pre-contractual measures at your request.

The right to transfer data from one system to another is limited to a procedure that does not adversely affect the rights or freedoms of others.

### **The right to object to the processing of personal data**

You have the right to object to the processing of personal data carried out by us on the basis of our legitimate interest on grounds related to your personal special situation.

### **RIGHT TO WITHDRAW CONSENT**

You have the right to withdraw your consent to the processing of your personal data at any time. The withdrawal of consent does not affect the lawfulness of the processing carried out by us on the basis of your consent before its withdrawal.

### **RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY**

You have the right to lodge a complaint with the Data Protection Authority if you consider that your rights under the Data Protection Regulation have been violated in the processing of personal data. In Finland, the supervisory authority is the Data Protection Authority (<https://tietosuoja.fi/en/home>).

### **HOW DO WE ENSURE DATA SECURITY IN THE PROCESSING OF YOUR PERSONAL DATA?**

The use of systems containing your personal data is protected by user-specific IDs, passwords and access rights.

Only those persons who need to process your personal data in order to perform their duties have access to your personal data processed by us.

We use Withsecure EPP antivirus software.