

DATA PROTECTION NOTICE

1 GENERAL

The purpose of this notice is to provide privacy information required by the EU General Data Protection Regulation (hereinafter "**GDPR**") to both the data subject i.e. the data controller's client and to the supervisory authority.

2 DATA CONTROLLER AND CONTACT DETAILS

Krogerus Attorneys Ltd acts as the controller in accordance with this data protection notice.

The contact person of the controller is Piia Järvinen.

Address: Unioninkatu 22, 00130 Helsinki

Email: piia.jarvinen@krogerus.com

Telephone: +358 (0)29 000 6222

3 NAME OF THE REGISTER

The name of the register is Krogerus recruitment register.

The register covers Krogerus' job applicants. The processing of personal data of selected employees is described in Krogerus personnel data protection notice.

4 PURPOSE AND LEGAL BASIS FOR PROCESSING PERSONAL DATA

Purpose of Use	Legal Basis	Categories of Personal Data
Recruiting and procuring manpower	Actions necessary prior to entering into employment or service contract, the consent of the data subject	Name and contact details of the natural person (data subject); e-mail address, telephone number, address, age, title, current workplace, employment background, academic history, salary request and other information that job applicant gives on one's own initiative to the data controller. Based on the consent, job applicant may obtain information about aptitude evaluation, recommendations and other further information.

5 RECIPIENTS AND GROUPS OF RECIPIENTS OF PERSONAL DATA

Personal data may be disclosed, inter alia, to authorities in statutory situations.

6 TRANSFERING OF PERSONAL DATA

The data controller uses subcontractors in the processing of personal data. Personal data processed by subcontractors is not transferred outside of the EU or the EEA.

7 DATA RETENTION OR RETENTION CRITERIA

Recruitment data is maintained during the recruitment process or for up to 12 months from a negative recruitment decision.

8 SOURCES OF PERSONAL DATA AND UPDATING

Personal data is collected from the data subject itself and with the consent of the data subject other sources.

9 RIGHTS OF THE DATA SUBJECT

9.1 Right of access and right to data portability

The data subject has the right to receive confirmation from the data controller as to whether or not personal data concerning the data subject are being processed, or whether personal data has been processed. The data subject is entitled to receive a copy of the processed personal data and the personal data undergoing processing. The data controller may charge a reasonable administrative fee for additional copies requested by the data subject. Whether the data subject makes the request by electronic means and he or she has not requested it by any other means, the information shall be provided by electronic means. Furthermore, the data subject may require the transmission of the personal data, which he or she has provided to the controller in a machine-readable format based on the GDPR.

9.2 Rectification and erasure of personal data and right to prohibit or restrict the processing of personal data

The data subject has also the right to obtain from the controller the rectification or erasure of personal data concerning him or her and the data subject has the right to prohibit the processing of personal data for direct marketing purposes. In certain cases, the data subject has also the right to request from the controller restriction of processing of personal data or otherwise object to processing.

9.3 Right to withdraw consent

Where processing of personal data of the data subject is based on consent, the data subject has the right to withdraw his or her consent. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

9.4 Right to lodge a complaint with a supervisory authority

Whether the data subject finds the processing of his or her personal data unlawful, he or she has the right to lodge a complaint with a supervisory authority.

9.5 Use of the rights of the data subject

All requests mentioned here shall be provided to the above-mentioned contact person of the controller.

10 ALL REQUESTS MENTIONED HERE SHALL BE PROVIDED TO THE ABOVE-MENTIONED CONTACT PERSON OF THE CONTROLLER. PROTECTION OF THE REGISTER

The location and protection of the equipment for storing documents has been carefully maintained and the documents are stored in a secured space. The access control at the premises has been appropriately arranged.

The right to access to the documentation is within the personnel of Krogerus, who have the obligation of confidentiality and whose duties include recruiting or human resource management.