

Data protection notice / Information document - EU's General Data Protection Regulation, 2016/679

Summary

This summary explains how StaffPoint processes the personal data of people in its communications target groups. Detailed information on processing measures can be found in the following communications and marketing register data file description.

On what grounds do we process your personal data?

StaffPoint processes your personal data on your consent. You have either a customer or an employment relationship with StaffPoint or you have contacted StaffPoint through its communications channels and expressed your potential interest towards us.

What information do we collect on you?

We only collect information that is necessary for contact between StaffPoint and you with regard to our company. This includes your e-mail address, name, position in the company and social media addresses. We do not process your information for any other purpose.

Where do we obtain your information?

In general, the personal data that we have entered has been received from you: from an offer request you have made or other expression of interest towards our services, a filled-in contact form you have submitted, or a job application or response to our campaign. We process your information only as long as is needed and then remove the data from our register.

Who do we disclose your information to?

We disclose your information only to suppliers of our communications and marketing tools for the sole purpose of providing our services. We have made statutory agreements with all parties to whom your data can be disclosed for a valid reason and your data is always kept confidential.

How do we protect your data?

We process personal data with methods and systems where the processing of your personal data is protected in the best possible way. We have restricted access to your data with authorisation and appropriate technical protections. Our staff who take part in processing your data comply with obligation to secrecy and protect your privacy by all means.

StaffPoint Holding Oy communications and marketing register

1. Controller

StaffPoint Holding Oy (StaffPoint Group)
Business ID: 24920901
Ruoholahdenkatu 14, FI-00180 Helsinki

2. Data protection manager

Tiina Braxenholm
Tel. +358 30 047 2000 (switchboard)
tietosuoja@staffpoint.fi

3. Name of the personal data file

StaffPoint Holding Oy communications and marketing register.

4. Legal grounds for and purpose of processing personal data

StaffPoint's legal grounds for processing personal data under the EU General Data Protection Regulation are:

- the person's customer or employment relationship with the StaffPoint Group
- the person's consent (contact via online services, telephone or email)

The purpose of processing personal data is to provide information concerning the StaffPoint Group and to market services through the Group's newsletter or targeted marketing campaigns. Personal data is not used in automated decision-making or profiling.

5. Groups of data subjects

The contact persons of customers and potential customers of the StaffPoint Group, StaffPoint's employees, and jobseekers and persons who have electronically subscribed to StaffPoint's marketing messages.

6. Content of the personal data file - personal data groups

The following data are entered in the StaffPoint Group communications and marketing register:

- name, position, company/organisation, contact details (telephone number, email address, address);
- web addresses, internet connection IP addresses, usernames/profiles in social media;
- data on services ordered and changes to them.

7. The recipients or categories of recipients of the personal data

- StaffPoint may disclose personal data as needed between Group companies.
- Personal data is processed on StaffPoint's behalf by subcontractors. The subcontractors supply systems and services to StaffPoint. StaffPoint has made appropriate agreements on processing personal data with the subcontractors, in which they undertake to comply with the agreement terms and with a secrecy obligation.

8. Transfer of data to countries outside the European Union or the European Economic Area

Personal data contained in the personal data file is not disclosed or transferred to countries outside the European Union or the European Economic Area.

9. Storage period of personal data

Data is stored in the register as long as is necessary or until the data subject withdraws consent to processing of his or her data.

When consent is withdrawn or the storage period has ended, the controller will appropriately destroy all data associated with the data subject irrespective of the storage format.

10. Rights of the data subject and exercising them

a. Right of access to data - right of inspection

Data subjects have the right to inspect the data in the personal data file relating to them. In order to inspect his or her data, the data subject must submit a written request signed by him or her, or another authenticated request, to the controller or express the request personally at the controller's premises. The controller will supply the data requested by the data subject without undue delay:

- electronically if the data subject has so requested and if it does not compromise data security; or
- provide an opportunity for the data subject to study the stored data at one of the controller's locations.

b. Right to rectify, erasure and restriction of processing

The data subject has the right to request that incorrect and inaccurate data be rectified or erased its processing be restricted.

c. Right to object to processing

The data subject is entitled to object to the processing of his or her data.

d. Right to data portability

The data subject is entitled to request the transfer of data provided by him or her in a machine-readable format.

11. Withdrawing consent

The data subject has the right at any time to withdraw his or her consent to the processing of their personal data.

The data subject may withdraw his or her consent to receive communications and marketing messages by using a channel-specific method of unsubscribing or by submitting a request to erase their data.

When consent has been withdrawn, the controller will no longer process the data subject's data in its register.

12. The right to lodge a complaint with a supervisory authority

If the data subject considers the processing of personal data to be unlawful, he or she has the right to lodge a complaint with a supervisory authority.

13. Data sources, regular data sources:

Data stored in the register is obtained from our CRM system (existing or potential customers who have contacted us) or from persons in the form of messages sent in online forms, emails, telephone calls, social media services, and events where people submit their data.

14. Automated decision-making including profiling

Personal data is not used in automated decision-making or profiling.

15. Principles of data file protection

Due care is observed in the processing of the register and data processed using information systems are appropriately protected. When registered data is stored on internet servers, the physical and digital data security of the equipment is ensured appropriately. It is the controller's duty to ensure that stored data and server user rights and other information critical to the security of personal data are processed confidentially and only by personnel whose duties cover such processing.