

Record on how N-Clean processes data as laid down in EU General Data Protection Regulation (2016/679) articles 12 to 30.

<p>1a Data Controller</p>	<p>Company name N-Clean Oy</p> <hr/> <p>Address Linnankatu 72, 20100 Turku</p> <hr/> <p>Further contact information Tel. +358 20 7432 450 e-mail: nclean@nclean.fi</p>
<p>2 Contact information and data protection officer</p>	<p>Hanna Hovi Hämeentie 155 B 6 krs, 00560 Helsinki 045-2229781 hanna.hovi@nclean.fi</p>
<p>3 Name of the data register</p>	<p>Personal data of job applicants</p>
<p>4 Purpose and legal grounds for processing personal data</p>	<p>Database of job applications containing candidate information for recruitment purposes.</p> <p>Processing of personal data is based on consent of the data subjects and the legitimate interest of the data controller.</p>
<p>5 Data content</p>	<p>The data register consists of the following personal data, which are needed for the recruitment process and potential employment:</p> <p>First name, surname, date of birth, home address, nationality, valid permission for work and its date, contact information, work experience, driver's license and its type, possibility to use a private car, qualification to give first-aid, language skills, graduation from studies, additional and complementary training, expertise, salary request, request for employment type and mode, possibility to start at work (date), suitable working shifts, desired preliminary and secondary point of work and other locality for work, organizations and branches of interest and possible attachment(s) by the candidate.</p> <p>The candidate sees all fields when he/she is filling the form.</p>
<p>6 Regular sources of data</p>	<p>Personal data is acquired by the data subject on the website.</p>

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<p>7 Transfer of data</p>	<p>Managers and supervisors are entitled to email the application from the system to their own email address.</p> <p>No data will be transferred outside EU or EEA.</p>
<p>8 Retention period</p>	<p>All personal data will be erased automatically after 6 months (incl. attachments).</p>
<p>9 Data protection principles</p>	<p>Instructions are issued by the data controller how to use personal data and the register and the access to the system is restricted as follows: Only those registered employees have access to the data in both manual and electronic systems, who are entitled to this data basing to their position.</p> <p>Access to every electronic data system (and register) requires a correct username and a password.</p> <p>The recruitment system is hosted by Louhi Oy.</p>
<p>10 Verification of data, right to rectification and erasure (General Data Protection Regulation, articles 15 – 17)</p>	<p>The data subject is entitled, after having given necessary information for processing the request, to have access to his/her data that is filed in this filing system or to receive a notice that no data can be found.</p> <p>The data subject is entitled to claim for rectification, without undue delay, of any inaccurate or faulty personal data.</p> <p>The data controller must on his/her own initiative or by the request from the data subject correct, erect or supplement the personal data in the filing system, if the data is faulty, needless, inaccurate or overdue regarding the data processing or collection.</p> <p>A data subject, who wants to verify, rectify or erase his/her data from the filing system as described above, must reveal the request to the contact person given in this notice. Before any data can be erased or changed, N-Clean must be able to verify the identity of the data subject. In some cases this may be made by contacting the contact information given in the application.</p> <p>In case the data controller rejects the request made by the data subject, a note must be given in written. The reasons for this rejection must be given in the note, as well as the right to lodge a complaint with the data supervisory authority and use other legal protection means must be informed to the data subject.</p>

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<p>11 Right to withdraw the consent</p>	<p>The data subject is entitled to withdraw his/her consent. The request for a withdrawal or an objection to processing the data must be revealed to the data protection officer of this filing system.</p>
<p>12 Is there any automated individual decision-making such as profiling, included?</p>	<p>No automated individual decision-making nor profiling is included in the personal data processing.</p>
<p>13 Further issues related to the personal data processing</p>	<p>In case the requests made by the data subject are manifestly unfounded or unreasonable, especially in case they are made repetitively, the data controller may either — charge a reasonable fee due to the administrative costs caused by transmission of data or processing the request OR — reject the request.</p> <p>In these cases the data controller must verify that the request if unfounded or unreasonable.</p>
<p>14 Right to lodge a complaint (General Data Protection Regulation, article 77)</p>	<p>The data object has the right to lodge a complaint with the data protection authority, if he/she thinks his/her data protection rights have been breached, without any restrictions to other administrative claims for rectification or legal protection means.</p>