

Privacy Notice

We believe that your privacy is critically important. That's why we handle your personal data with great care. This document describes how we manage and store your personal information with help of our recruitment tool provided by Teamtailor AB. All information in the Applicant CV Database of Intopalo Digital Oy is treated confidentially.

Register details and contact information

Name of register:

Applicant CV Database of Intopalo Digital Oy.

Data controller:

Intopalo Digital Oy (2935700-3)
Finlaysoninkuja 21
33210 Tampere
FINLAND
Email: info@intopalo.com

Contact details:

Raisa Aromaa
Intopalo Digital Oy
Email: raisa.aromaa@intopalo.com

How we use the information we collect

Data on the CV database will be handled solely for the purposes of Intopalo Digital's recruitment and employee selection process. By applying, the applicant consents to the processing and storing of their data in the applicant CV database.

The service provider processing and storing the data is Teamtailor AB (teamtailor.com).

The information we collect

Data processed in the register is taken mainly from each application.

The collected data includes some or all of the following:

- the applicant's surname and first name;
- address;
- phone number;
- email;
- birth date;
- education;
- work history and information related to professional skills;

- applicants expectations for the applied position;
- job application with the attachments (inc. cv, photo, certificates);
- and other information provided by the applicant.

In addition to the above, Intopalo Digital's employees' and subcontractors' evaluations on the applicant's suitability for the position and on the possible recruitment assignment are stored in the register.

An application will be kept on file for a maximum twelve (12) months from the date of application, during which time the application can be reviewed and used to fill open positions. After 12 months the data will be deleted permanently. Upon the applicant's request, the data will be removed from the register prior to that date.

Data source(s)

The data to be recorded in the register is regularly acquired in the following manners:

- job applicant,
- job interview situations,
- possible referees provided by the applicant,
- Intopalo Digital's employees or subcontractors reviewing the application, participating in the interviews, or evaluating the recruitment assignment,
- info from possible aptitude tests will be collected from the applicant or a third party providing the service to Intopalo

Other sources of information are used if legislation allows.

Disclosure and transfer of personal data

Data recorded in the personal data file is shall not be transferred regularly to a third party. Data controller can however use third party subcontractors in its recruitment and selection process. In these situations data can be transferred to a third party as much as it is necessary required by Intopalo Digital's recruitment process. In these situations, the data will be transferred electronically inside the recruitment tool.

In addition personal data can occasionally be transferred according to mandatory legislation.

The service provider (Teamtaylor AB) may transfer personal data to servers and databases located in countries outside the EU or the EEA. Such transfers are conducted in accordance with the applicable legislation.

Data Security

The recorded data is only viewed by selected employees or subcontractors of Intopalo Digital involved in the recruitment process. Each person and subcontractor who has access to the information has a non-disclosure commitment in relation to the information that they receive while handling the database. To protect personal data Intopalo Digital operates a systematic security program that constantly improves our security practices.

Data in physical form

Data collected during the recruitment process is not stored in physical form in any manual register.

Data in electronic form

Data in electronic form is stored in the data systems of Teamtailor, subject to both hardware and software based methods of protection in order to ensure data security. Such measures include, but are not limited to logical (and physical) access control, monitoring, vulnerability scans, firewalls, server hardening and data encryption both in rest and in transit.

Right of access and correction of data

In compliance with the Personal Data Act, everyone is entitled to access the data regarding him/her that has been registered onto the personal data file. The request of access shall be made in writing, signed and delivered to the above-mentioned person in charge of matters relating to the personal data file.

Furthermore, pursuant to Personal data Act, the data subject is entitled to request rectification of erroneous or incomplete data contained in the personal data file. The request for rectification shall identify the error to be rectified, and provide the correct information.

A written request for rectification shall be sent to the above-mentioned person in charge of matters relating to the personal data file.

Other rights of the job applicant are in accordance with applicable legislation.

If your personal information is stored in the register you have the right to receive, inspect, and request correction or removal of data. You can send a written request to work@intopalo.com.