

Privacy notice for Prewel Oy

Prewel Oy processes personal data in accordance with the EU General Data Protection Regulation (GDPR) and the current Finnish Data Protection Act (1050/2018).

This notice describes the general principles for processing of personal data.

1. Information about the data controller and contact information in matters related to the register

Prewel Oy
Pohjanlahdentie 60, P.O. Box 102
68600 PIETARSAARI
+358 (0)6-7810 591
prewel@prewel.fi

2. Registers

- Prewel Oy's employee/recruitment register
- Prewel Oy's customer/supplier register

3. Purposes of the processing of personal data

Employee register:

Personal data of persons who have signed an employment contract is processed in order to fulfil the obligations of the employer as defined in the employment contract. The processing is based on the Employment Contracts Act (2001/55, particularly chapter 2).

Recruitment register:

In connection with recruitment, personal data of applicants is processed in the assessment of applications related to the recruitment process.

Stakeholder register:

Personal data is processed in order to handle customer relationships and other business-related relationships, produce services, develop and plan business activities and for marketing purposes.

4. Data content of the register

Employee register:

Basic information about employees, such as: name, address, date of birth, personal identity code, e-mail address, phone number, bank account details and working hours if necessary, title, gender, education and training.

Recruitment register:

Basic information about applicants, such as: name, phone number, e-mail address, postal address. Information provided by applicants in their resumes and applications, such as: work experience, information about education and training, skills and positions of responsibility. Information related to interviews and personal assessments.

Stakeholder register:

Name and company of the data subject, phone number and e-mail address if necessary, address, position.

5. Regular sources of information

Employee and recruitment register:

Personal data of data subjects is collected from the data subjects themselves. The data also consists of information recorded during the recruitment process. Other sources of information are used within the limits set by legislation.

Stakeholder register:

Personal data of data subjects is mainly collected from the data subjects themselves and from the publicly available websites of stakeholders.

6. Regular disclosures of data

Data may be disclosed at the request of a competent authority or other party, in accordance with valid legislation.

Data may be transferred to cooperation partners selected by the data controller, who process the data on the data controller's behalf in accordance with a cooperation agreement between the parties. In such cases, the data processor does not have the right to process the transferred data on their own behalf, in their own registers.

7. Transfer of data outside the EU or EEA

As a rule, data is not transferred outside the member states of the European Union or the European Economic Area, unless it is necessary for the purposes of the processing of personal data or the technical implementation of the data processing, in which case the transfer must comply with the requirements of the General Data Protection Regulation.

8. Principles of the protection of the register

Manual data:

Printed personal data is stored in the data controller's premises, which are locked and protected by access control. Printed material is only used by persons who need it in their work.

Registers that are processed electronically:

User rights to registers containing personal data are given only to those of the data controller's employees or persons specified elsewhere who need access to the data in their work. The data is protected by passwords, firewalls and other generally accepted technical means.

9. Storage time for personal data

Personal data is only stored for as long as it is needed for the purposes described or for the fulfilment of legal obligations.

10. Rights of the data subject

The data subject has the right to see what information about him or her has been stored in the register.

The data subject also has the right to request that incomplete, incorrect or outdated information about him or her be corrected or deleted.

Any requests related to the rights of the data subject should be made in person by visiting the address specified in paragraph 1 during office hours. The person making the request must bring proof of identity.

11. Cookies

Prewel Oy uses cookies on the website www.prewel.fi. With the help of the data collected, we develop the contents of the website www.prewel.fi and our services. The data collected cannot be connected to individuals.

A cookie is a small text file that the website sends to the user's data terminal. Cookies are commonly used technology and are used by most websites.

Most browsers accept cookies automatically. It is possible to deny the reception of cookies through the browser settings.

Cookies are used to collect information about the following:

- **whether the user has visited our website previously**
- **from where the user has come to our website**
- **which pages on our website the user has visited**
- **the duration of the user's visit to our website**
- **what browser the user uses**