

Entteri Professional Software Oy

Privacy Notice

Personal data processed by Entteri in recruitment activities

OUR PRIVACY COMMITMENT

We are committed to protecting your privacy at Entteri.

We respect your rights as a data subject. We keep you informed about our data protection practices and the purpose and legal basis of data processing when we obtain your personal data. We retain your personal data only for as long as necessary.

We share your personal data only with appropriate and authorized third parties who also respect our privacy practices. We always use appropriate transfer mechanisms and safeguards when processing and transferring personal data.

ENTTERI PRIVACY NOTICE

This Privacy Notice describes how Entteri Professional Software Oy (hereinafter "Entteri") collects, manages and protects your personal data in connection with recruitment activities, including outsourced recruitment assignments. This privacy notice is also addressed to persons who have applied for open positions at Entteri.

This privacy notice describes how we at Entteri processes personal data when acting as a data controller.

PURPOSES OF PROCESSING AND LEGAL BASIS

Entteri processes personal data only if there is a legal basis for doing so. Entteri mainly uses consent as a legal basis for processing personal data in recruitment. In certain situations, we rely on legitimate interest to store data. Personal data may also be processed in connection with the preparation of a possible employment contract or in order to fulfil the employer's statutory obligations.

CATEGORIES OF PERSONAL DATA PROCESSED

In connection with the recruitment process, Entteri processes the following categories of personal data:

- Basic information of the jobseeker, such as name, date of birth, address and other contact information
- Information included in the job application, such as education and work experience and other skills background
- Free-form letters of recommendation concerning the jobseeker or the names, position and contact details of the references
- The jobseeker's own description of his/her suitability in question. for the position, both salary and other wishes
- Other free-form information relevant to the job provided by the jobseeker on his or her own initiative
- During the interview phases of the jobseeker, the jobseeker's free-form answers and clarifications concerning their competence, experience and other background

- Results of tests carried out during the personal assessment phase of the jobseeker
- Summaries of statements made by references provided by the jobseeker
- Statements of any security and other background checks prior to the conclusion of the employment contract. We always inform you in advance of possible background checks.

As a rule, personal data is obtained from the data subject himself/herself. With the person's consent, personal data concerning the applicant may also be obtained from third parties, such as references appointed by the person, executive search companies and personnel rental service providers, as well as suitability assessment service providers.

RETENTION PERIOD

Entteri retains personal data only for as long as it is necessary to fulfil the purposes described in this Privacy Notice or the mandatory requirements of legislation. Entteri strives to ensure that the personal data processed is up-to-date and accurate.

Entteri assesses the necessity of storing personal data processed in connection with personnel recruitment activities and the legal basis for processing regularly in accordance with its internal code of conduct, but at least every five years. In addition, Entteri takes all reasonable measures to ensure that personal data that is inaccurate, incorrect or outdated in relation to the purposes of processing is erased or rectified without delay.

Entteri may, in some circumstances, anonymize personal data, for example, for statistical purposes.

DATA TRANSFERS AND PROCESSING OUTSIDE THE EU/EEA

Entteri is part of Planmeca group. Planmeca is a global company and due to technical and operational requirements we might process personal data outside the EU and/or the European Economic Area. If we transfer data outside the EU/EEA, the transfer will be carried out in accordance with appropriate transfer mechanisms such as standard contractual clauses.

Entteri may share personal data with other Planmeca group companies and regional suppliers. We may also transfer personal data to our subcontractors that process data on our behalf for e.g. IT development, hosting and support. We may also share your information with government authorities if required to do so by a legal or statutory requirement.

SECURITY OF PROCESSING

We maintain appropriate and adequate organizational, technical and physical safeguards designed to protect against unlawful or unauthorized destruction, loss, alteration, use or disclosure of, or access to, the personal information provided to us. Only authorized persons have access to the personal data we maintain, and the access is on a strict 'need-to-know' basis. We require all employees who have access to any personal data to handle it strictly confidential.

YOUR DATA PROTECTION RIGHTS

In accordance with the applicable data protection legislation, you may have the right to

- request access to the personal data we hold about you,
- request that we rectify any inaccuracies in the personal data we hold about you,
- withdraw your consent at any time if the processing of personal data is based on consent
- in some circumstances, to request the transfer of your personal data to another party
- in some circumstances, to request erasure or restriction of processing or to object to processing. You might also have the right to object to the use of personal data for marketing purposes.

If you would like to exercise any of the rights listed above, you can submit your request to us by email dpo@entteri.fi.

You have the right to complain to your local data protection authority if you're unhappy with our data protection practices.

ENTTERI CONTACT INFORMATION

If you have questions about data protection at Entteri or if you need any further information, please contact us at:

Entteri Data Protection Officer
dpo@entteri.fi

Planmeca Data Protection Officer
dpo@planmeca.com

CHANGES TO OUR PRIVACY NOTICE

We may update this privacy notice when necessary to reflect changes to our data protection practices. This notice was updated on 16.3.2023.