

## Remmi Työpalvelu Oy Privacy Policy 7.9.2023

Remmi Työpalvelu Oy (“Remmi”) ensures that personal information is processed diligently, transparently and with due care of the protection of privacy. Personal information you have forwarded to us will be kept confidential. We comply with the General Data Protection Regulation (GDPR) and data protection law when processing personal data. It is important to us that our applicants, employees, customers, and partners receive information about how we use their personal information.

### 1. Why and what personal information are we processing:

We process personal information to offer to our customers recruitment services and personnel hire.

We collect amongst others the following information:

- Processing information related to recruitment and job applications.
  - Basic information (name, contact information)
  - Information included in the job application and CV
  - Information collected during the recruitment process (progress of process, references)
  - Potential suitability and personality tests
  - Potential security reports and criminal records
- Processing related to organizing, managing, changing, and terminating an employment relationship.
  - Basic information (name, social security number, contact information, employee number)
  - Information related to employment contract and other possible obligations
  - Language skills, education, and other information related to capabilities and competence

- Information related to work assignments and performance (e.g., title and job description, recordings from customer service calls, performance statistics and other documentation, information on system access and login rights)
  - Information required for access control
  - Information relating to working hours and shifts
  - Sick absences
  - Information related to the support and monitoring of working ability
  - Picture
  - Employment certificate
- Payment of salary and other remuneration
    - Account information
    - Information related to remuneration that is paid based on employment (monetary salary, benefits or other ways of compensation, information related to taxation and employer fees, travel expenses)
    - Information related to monitoring of work hours and absences (information from the access control system, sick absences, annual leaves and other leaves or agreed absences)
    - Trade union membership and retention of the membership fee from salary

## 2. Grounds for collection and processing of personal information

If you have an agreement with us, your information will be processed for the purpose of enforcing the agreement or taking pre-contractual measures. If you consent to the processing of data, we will process and collect personal data for the informed purposes.

## 3. Personal information to be collected in the register

As a rule, personal data is collected from Remmi's customers before and during the assignment into the Customer Register and from

Remmi's employees after the beginning of the employment into the Personnel Register.

#### 4. To whom do we disclose or transfer personal information?

Personal data will only be disclosed in situations where it is necessary for the management of a customer relationship and the provision of customer-related services, to meet legal requirements, or if there is another legal basis for processing. We treat your information confidentially and do not unnecessarily disclose your personal information to third parties.

#### 5. How do we protect your personal information?

The information is collected in the Remmi database, which is protected by a firewall, password and/or other technical measures. The database can only be accessed by certain pre-defined persons who have been granted a personally defined access right.

#### 6. Retention periods for personal data

We will only retain your personal information for as long as is necessary to fulfill the purposes specified for its processing, unless required to do otherwise by law. Information related to an employment relationship is kept in the register for the period required by law.

#### 7. Right of access to and processing of personal data

Contact us for the processing of personal data and confirmation of what personal data we process. The data subject has the right to demand the correction of incorrect or inaccurate personal data. In addition, the data subject has the right to request the deletion of his or her personal data in accordance with the requirements of data protection law. A written request may be sent to Remmi at the address mentioned in section 8.

## 8. Registrar and contact information

Remmi determines the purposes of the processing of the personal data of its customers and employees and is therefore the controller of the personal data.

### **Contact information for the registrar:**

**Remmi Työpalvelu Oy**  
**Data Protection Officer Ilona Karilainen**  
**c/o Mors Software**  
**Aleksanterinkatu 48 A, 5 krs**  
**00100 Helsinki**

### **Contact person concerning privacy issues:**

**Data Protection Officer Ilona Karilainen**  
**c/o Mors Software**  
**Aleksanterinkatu 48 A, 5 krs**  
**00100 Helsinki**

**[ilona.karilainen@remmi.fi](mailto:ilona.karilainen@remmi.fi)**

We are improving our privacy processes and therefore this privacy policy may be updated occasionally. Changes may also be necessary due to changes in legislation. We encourage you to revisit this privacy policy from time to time to notice any changes.