

Tana Oy's Human Resources register EMPLOYEE'S – PRIVACY NOTICE

Combined register description and information document

1. Controller

Tana Ltd, business ID 2374064-2
Schaumanin puistotie 1
40100 Jyväskylä
Finland

2. Contact information

Reetta Punta, tel. +358 20 7290 243
Tana Ltd, business ID 2374064-2
Schaumanin puistotie 1
40100 Jyväskylä
Finland

3. The purposes for which we use personal information

Tana Oy's employee information is collected and updated for the management of employment relationships and employer obligations.

4. Data subjects

Tana Oy's personnel

5. Personal information that we collect

- Basic information(name, identification number, contact information)
- Employment information(starting date, job title)
- Salary information
- Education, work experience, knowledge
- Possible job application, CV and a picture
- Personality and suitability assessment information
- Annual holiday information, travel and service expenses etc.
- Development discussion
- Contact person in case of emergencies (ICE-info)

6. How we collect personal data

Employee. The supervisor reports the employment information when the employment contract is made. Human resource managements decisions.

7. Disclosure of personal data

The registered employee information is shared only with authoritatives who have the legal right to to access the information condoned by the existing legislation, for example taxman, pension company, insurance company, employers' Association.

The registered information is stored as long as the employee works at Tana Oy. In addition the provisions of the Finnish Accounting Act apply to the retention of salary information. Information in the register is never transferred or shared with outsiders, third parties expect to authorities if needed.

8. Disclosure of personal data overseas

Information is not transferred outside EU/EEA.

9. Inspection right

A private person has the right to check what information is recorded of him/her. Job applicants are entitled to rely on their rights under the Personal Data Act. Requests relevant to the matter should be made to Tana Oy's registrar.

10. Correcting information

Registered person has the right to have their incorrect information corrected. The correction request should be written and signed by the registered person (proof of identity needed).

The correction request should be addressed to the registrar (contact information on section 2).

11. Other possible rights

As stated in the Personal Data Act § 30, the person who is registered has the right to prohibit the registrar from using his/her information for direct mail, remote sales, direct marketing, market research, opinion poll, personal register or genealogy purposes. The prohibition of using personal information should be addressed to the registrar (contact information section 2).

12. Storage and security of personal information

The registered information is always protected in accordance with Tana's Privacy Policy. Tana Privacy Policy is available in Tana's webpage (www.tana.fi) and in Intranet. Access to electronically maintained human resources information is protected from external use and all system traffic is encrypted. The system works on the service providers server and its backup and security updates are handled appropriately.

A. Digitally stored data

Personal information stored in the register is confidential. The use of the register in the registrar's organisation is instructed and access to the information is restricted to the employees who are allowed to access the information due to job responsibilities. Every user has a personal username and password.

B. Manually stored data

Human resource management's forms, decisions and other documents are stored in locked premises.

13. Informing the registered persons

Tana's Privacy Policy and data protection guidelines are available in Tana Oy's web page (www.tana.fi) and in Intranet.

JOB APPLICANT – PRIVACY POLICY

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Finland

3. Data subjects

Tana Oy's job applicants

4. Use of the register

Job applicant register contains information that is needed for establishing and maintaining a work and/or a customer relationship between the two parties. Only the necessary information is gathered at the recruiting stage when testing the applicants suitability. Personal information is collected only with the job applicant's approval.

5. Register's contents

Registered information

- basic information (name, date of birth, contact information)
- information on education, work experience and capabilities
- possible job application, CV and a picture
- applicant's applying information
- personality and suitability assessment information

6. Register's contents

Register's information is gathered from the registered persons.

7. Storing personal information

Open applications are deleted in six months time and targeted applications in 24 months, unless they are updated due to the applicants request. With the applicant's approval, the applications may also be used in other open positions. Registered job applicants have the right to check their registered information.

8. Sharing the information

Registered applicant information is not shared with third parties without the applicants approval.

9. Disclosure of personal data overseas

Registered information is not transferred outside the EU/EEA.

10. Inspection right

The applicant has the right to check information saved of him/her. The applicant has the right to recourse to his/her rights referred to in the Personal Data Act. Requests relevant to the matter should be made to Tana Oy's registrar.

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