

## Talent Mapping Oy - Privacy notice

### 1. Company

Talent Mapping Oy  
(Y-tunnus 2803861-7)  
Mikonkatu 8 K 114A 00101 Helsinki

### 2. Contact person regarding privacy notice

Managing Director Marja Paavilainen. Questions regarding our privacy policy and the data should be sent to [info@talentmapping.fi](mailto:info@talentmapping.fi).

### 3. Name of the register

Talent Mapping Recruitment Register

### 4. Use of personal data

The recruitment register holds information collected on potential candidates for the assignments given to Talent Mapping by the Client company. Talent Mapping only collects information which is required for recruitment, candidate mapping and/or succession planning purposes.

The assignment is based on an individualized agreement between the Client and Talent Mapping. The register includes information about Clients contact details and referees.

We do not use information for marketing purposes.

### 5. The content of the register

- Name and contact information
- Information on education and work experience
- Information describing person's industry / function experience
- Other information supplied by the candidate/applicant him/herself.

Candidate is not obliged to supply additional information.

### 6. Where do we collect the information from?

Talent Mapping may collect information from various public sources and also from sources and social media platforms, for which the candidate him/herself has given information (LinkedIn). The information can also be given to Talent Mapping directly by the candidate himself/herself.

Examples of public sources used by Talent Mapping to gather information:

- LinkedIn
- Google
- Company Websites
- Facebook & Twitter & other social media platforms
- Membership associations, clubs, events such as conferences, workshops & seminars
- Journalistic articles and publicly available sources
- By reference of word of mouth. For example, a recommendation by a former employer or colleague or a third party acting as an agent on candidate's behalf.

### 7. Our Cookie Policy

We may place a “cookie” on the hard drive of the device that you use to access the Talent Mapping website. Cookies are text files that are saved on the hard drive of your device by means of your browser, enabling us to recognize your browser type and language for purposes such as saving your preferences. Most web browsers allow for the managing and deletion of cookies.

Talent Mapping does not make use of any third party cookies.

## **8. Automatized decisions**

Talent Mapping does not make use of automatized procedures for decision-making or data processing purposes.

## **9. Whom do we share the information with?**

The information is given only to named persons who act as representatives of the Client Company as a part of each individual assignment. The assignments include, but are not limited to, talent mapping, recruitment or succession planning services. The data is transferred to the Client Company in face-to-face meetings or via secured emails.

We use the following partners/services to maintain, secure and process the data we manage:

- Lime ([www.lime-technologies.fi](http://www.lime-technologies.fi))
- HS-works ([www.hs-works.fi](http://www.hs-works.fi))

The aforementioned parties handle (for example by storing and maintaining) your personal information for the purposes outlined in this privacy notice. However, these parties have the right to examine the data only if it necessary to ensure the functionality of the service.

## **10. Transformation of the information outside EEA.**

Talent Mapping does, and will not, transfer personal data outside of the EEA

## **11. For how long do we keep the information?**

We store your personal data in the register for as long as it is required for the fulfillment of the assignment. However, Talent Mapping shall delete all personally identifiable data two years after the fulfillment of the assignment.

## **12. Rights**

### **The right to request a copy of your personal data**

You have the right to restrict processing of your personal data.

The request should be sent by email to [info@talentmapping.fi](mailto:info@talentmapping.fi) with the subject line “request to delete data”.

### **The right to restrict of processing your personal data**

You have the right to restrict of processing your personal data.

**The right to be forgotten/ How to delete your personal information from our register?**

You may ask us to delete or modify your information from/in our register. The request should be sent to email [info@talentmapping.fi](mailto:info@talentmapping.fi). Text on the subject line "request to delete information".

**Right to complain**

You have the right to lodge a complaint with the national data protection regulator in case you feel that your information is not handled correctly.

**13. How is the data and the register protected?**

All personal information is kept confidential. The data in the register can only be used by those persons at Talent Mapping, who need to use the information when fulfilling the assignment. Talent Mapping and its partners have taken all necessary precautions to ensure that the data and your personal information is kept safe and protected.

A username and password is required for access to the register. The system is also protected by firewalls and other cyber security services.

**14. Changes to the Privacy Policy**

We may occasionally make changes to the privacy policy. We will update the new policy on our website and mark the date of the update.

Updated 26.9.2018