

## 1. General.

When you apply for a job with us or if we contact you about a job opportunity, Wiidare Ltd ("Wiidare", "we") will process your personal data as part of Wiidare's recruitment activities. This privacy notice is meant to clearly inform you about how we manage and use your personal data during our recruitment processes.

## 2. Data Controller.

The data controller of your personal data is:

Wiidare Ltd

Business Identity Code: 2983075-3

Address: Keilaranta 1, 02150 Espoo, Finland

E-mail: info@wiidare.com

For any questions or concerns regarding your data, please contact your Wiidare recruitment contact person or use the contact details above.

## 3. When and Why Do We Process Your Data?

### When you are part of our recruitment process:

- What data we collect: We gather basic details like your name and contact information, your job history and education, skills, and any other information you provide. We may also note down information from interviews we have held with you or your referrers.
- Why we do it: This information is needed to manage who we are considering for a job, evaluate your suitability and ultimately to make a hiring decision.
- Why it is legally justified: (1) Initially, we process your data because it is in our legitimate interests to identify and evaluate suitable candidates for our job opening; (2) if you progress through the recruitment stages, the processing of your information becomes part of the necessary steps towards entering into an employment agreement with you; and (3) in certain situations, we will seek your prior consent if we need to collect information from referrers you have provided or if we ask you to undergo personality and aptitude tests.
- How long do we keep information: If you do not end up working with us, we will only keep your information for a time needed to defend from potential legal claims. This time is generally 2 years after the end of the recruitment process.
- If you are hired: In case you are hired, we will use your information to get everything ready for your start, like your employment agreement and setting up your work devices and profiles in our IT systems.

### If we find you through publicly available sources or keep your information for future opportunities:

- What data we collect: We can use publicly accessible professional sources to add your professional information (e.g., your name, contact information, job history and education) to our

database of potential candidates. Similarly, if you do not get hired, we may ask to keep your information as part of this database.

- Why we do it: We use this information for the purposes of talent sourcing and maintaining a database of potential candidates.
- Why it is legally justified: We do this with your consent and/or because it is in our legitimate interests to identify and connect with quality talents.
- How long do we keep information: We keep this data for the duration necessary to fulfill the processing purpose. Should your information become irrelevant or outdated, we commit to promptly deleting it. To this end, we regularly assess the accuracy and currency of our database, ensuring no personal information is held longer than needed.

## 4. Who Do We Share Your Information With?

We may need to share your information with others to help us fulfil the purposes outlined in this privacy notice. Which recipients we share your information with depends on how you interact with us. Here is a summary of recipients that may process your information:

- IT system service providers: We use IT system service providers to process personal information for the purposes described in this privacy notice. We can use platforms like LinkedIn to help us find and maintain information about potential candidates.
- Recruitment agencies: We may get help from professional recruitment agencies. They can assist us in finding the right candidates, especially if we assign them to perform direct searches on our behalf.

## 5. Do We Send Your Data Outside the EU?

We might need to send your information to countries outside the EU. Here is what you should know about it:

- Staying local when we can: We strive to keep and process your information only within the EU. Occasionally, however, we might need to allow data transfer to countries outside the EU.
- Transfers due to the operations of our service providers: If your information is transferred to countries outside the EU, this happens because one of our service providers has operations centers in such countries.
- Keeping your data safe: We use special agreements to make sure your data is as safe as it would be in the EU. We generally rely on the EU Commission's adequacy decisions or standard contractual clauses to make sure your data is safe.
- Ask for more: If you are curious about where your data is going and how we are keeping it safe, contact us using the contact details provided.

## **6. Your Rights.**

You have the following rights:

- The right to access your data.
- The right to correct and rectify your data.
- The right to erase your data.
- The right to object to the processing of your data.
- The right to restrict the processing of your data.
- The right to data portability.
- The right to withdraw your consent.
- The right to launch a complaint with the Finnish data protection authority ([www.tietosuoja.fi](http://www.tietosuoja.fi)).

## **7. Updates.**

We may amend and update this privacy notice from time to time. We recommend that you review this privacy notice from time to time to ensure you are aware of any amendments and updates made. If the amendments are significant, we may also inform you about this for example by sending an email or placing a bulletin on our website at [www.wiidare.com](http://www.wiidare.com).