

Recruitment Policy

The Use of Personal Data in Recruitment

WASELIUS



Recruitment Policy

At Waselius Attorneys Ltd (“Waselius”), we value and respect your privacy and the security of your personal data. This policy describes what personal information we collect from you during our recruitment process, how we collect and store that information and how it is used.

What information is collected?

When you choose to apply for a position with Waselius, either through our website or by sending your application directly to us, we ask for your contact details (name, address, telephone number and e-mail address) as well as for any other information (such as work history and education) that we believe could be relevant in the recruitment process.

With your permission we may also collect personal information about you from people you have named as referees.

How do we use your information?

We use your personal information when considering you for an open position in our company at that time.

How and why do we share your information?

We will not disclose your personal information to any third parties without your prior consent unless we are legally compelled to do so or it is necessary in order to provide the requested services and/or information to you. However, we have taken steps to ensure that all entities to which we transfer the personal data keep your personal information confidential and secure and only use it for the purposes that we have specified and informed you of.

We will not transfer your personal information outside the EEA.

How long will we retain your personal information?

Any personal information received from you will be stored until the recruitment process has been completed. In case you were not selected for the position, your information may be stored with your permission even after the process and taken into consideration in future recruiting processes.

How do we protect your personal information?

We take the necessary administrative, technical and organizational measures to ensure the security and confidentiality of your personal data and we protect your personal data against accidental loss, misuse, unauthorized access, disclosure, alteration and accidental or unauthorised destruction. All our employees and any third parties we engage to process your personal information are obliged to respect the confidentiality of your information.

Access to your information and correction

You have the right to request a copy of the personal information that we hold about you. Please e-mail us at privacy@waselius.fi or write to us at the below address to request a copy of some or all of your personal information. Please also attach a copy of your identity card or passport, so we can check that requested changes are properly authorised.

Waselius Attorneys Ltd
Jonna Bäckström-Suikki
Eteläesplanadi 24 A
00130 Helsinki, Finland

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. You may also request that your personal data is erased if e.g. the personal data is no longer necessary for the purposes for which it was collected, the processing is unlawful, or the personal data has to be erased to enable us to comply with a legal requirement. If you are not satisfied with our response or if you believe that we are not processing your personal data in accordance with the law, you can lodge a complaint to the Office of the Data Protection Ombudsman (tietosuoja@om.fi).

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