

## **BMH GROUP'S PRIVACY STATEMENT OF RECRUITMENT SYSTEM/PROCESS**

Read this document closely before submitting your recruitment details into our system. This statement will be updated as the recruitment system or process is developing.

This privacy statement contains general information on the processing of your personal data in connection with the said recruitment system and process.

### **Data Controller**

The data controller of your personal data is the explicit BMH Group's company that you are applying to.

### **Our recruitment system**

We at BMH Group (BMH Technology Oy, Rauma Works Oy) use an online recruitment system, which is supplied by M-Files Oy.

### **Data processing bases**

BMH Technology Oy and/or its subsidiaries collect and process your personal data based on your consent. You are considered to have given your consent to recruitment purposes when you fill out the application on our website providing us of your personal data for recruitment purposes. Your consent to processing of your personal data covers all information which you submit to BMH Group, or which BMH Group otherwise collects in connection with the recruitment process for the purposes described in this privacy statement.

### **Rights of an individual**

You, as an individual whose personal data is being processed in our recruiting system and process, have the following rights:

1. Right to obtain information of any of your personal data that BMH Group processes in connection with its recruitment system.
2. Right to require correcting or deleting any incorrect personal data.
3. Right to cancel your consent to processing of your personal data. Cancelling your consent may lead to the termination of the recruitment process for your part.
4. Right to object on legitimate grounds, to the processing of all or part of your personal data.

If you wish to use your rights as mentioned above, please contact our HR representative ([recruitment@bmh.fi](mailto:recruitment@bmh.fi)) and present your request.

### **Processing and content of the recruitment data**

The personal data is collected from an individual itself and occasionally from other sources such as referees. Also outsourced applicant assessments can be ordered.

The information that is collected via application form is; Name, contact details, birth year, education, job info, person description and CV document. When giving us information of a third party (e.g., references), it is your duty to ensure that you have obtained such third party's permission to do so.

The personal data gathered here is processed only in recruitment purposes and if the process leads to employment, the data is transferred to our HR system. This includes all actions necessary in connections with the assessment of applicants, such as job interviews, applicant assessments conducted by external recruitment consultants, and other actions necessary for the final recruitment decision.

The collected recruitment data is processed within BMH Group only by those who have the authorization to do so (e.g. HR representatives, supervisors) and when needed by ICT administrators.

The personal data will not be used or transferred for any other purposes than as set out above.

The personal data in application is stored in our recruitment system for 6 months after which it is deleted completely.

### **Recruitment data transferring**

We do not disclose any recruitment Information outside the EU or Europe. Data can be transferred internally within BMH Group.

We may, in connection with the recruitment process, transfer your personal data to external service providers, such as recruitment consultants, provider of on-line recruitment system, IT/information security consultants or legal consultants. In such situations, BMH group will use the appropriate measures as required by law to ensure the security of your personal data.

Your personal data may also be used, transferred or disclosed when there is a legal requirement to do so.

### **Information Security**

BMH Group will protect your personal data in accordance with the applicable legal requirements.