

PRIVACY NOTICE FOR JOB APPLICANTS

February 25th, 2025.

At Aisti, we are committed to protecting your personal data and respecting your privacy. This Privacy Notice outlines how we collect, use, and process your personal information when you apply for a job with us.

By submitting your personal data to our register, you consent to our processing of your information in accordance with this Privacy Notice.

Summary: Your personal data is safe and sound with us!

1. The controller of the registry

The data controller is Aisti Corporation Oy (Business ID: 3009918-7), having its registered address at Kilpisenkatu 6, 40100 Jyväskylä.

Decisions on why and how personal data is processed are made by the data controller, who is also responsible for the lawfulness of the processing and the accuracy and integrity of the data.

2. Contact person responsible for the register

In case any questions arise relating to this Privacy Notice, you may contact: Antti Fredrikson, antti@aisti.com +358 290020553

3. Name of the register

Recruitment Register of Aisti.

4. The purpose of personal data collection and processing

We collect and process personal data to effectively manage and facilitate the recruitment of employees for our business.

5. Personal data we collect from you

This Privacy Notice applies to the personal data we process during our recruitment process. The term "personal data" refers to any information that can directly identify you or can be used indirectly (e.g., in combination with other information) to identify you as an individual. Examples of possible identifiers include name, date of birth, personal identification number, contact details, work history, online identifiers (e.g. IP address), CV, cover letter, previous work experience, education, competences and skills etc.

We collect and process some or all the information you provide when applying for a role. This may include data submitted through online job sites, email correspondence, in-person interviews and other methods of communication. Additionally, we may gather personal data from the sources you provide for us. In accordance with applicable legislation, we may also collect personal data from public sources and conduct background checks and assessments during the recruitment process.

Please note, that if you provide us with details of a reference or any other third party as part of your application, it is your responsibility to obtain their consent before sharing their information with us.

We do not request any unnecessary information unrelated to the job or your professional profile. However, laws and regulations may require us to collect certain sensitive personal data for purposes such as equal opportunities monitoring. By providing us with this type of information, you explicitly consent to its processing as described in this Notice.

6. Processing of personal data

The term "processing" is used in this Notice to cover all activities involving personal data, including collecting, handling, updating, storing, deleting, sharing, accessing, using, transferring, and disposing of the data.

The personal data is collected and processed with the purpose of managing and facilitating the recruitment of employees to our business. Specifically, we use your information to:

- **Evaluate Applications:** Assess your qualifications and suitability for the position you applied for. In addition, we use the information to recognize potential candidates for future positions at Aisti.
- **Communication:** Keep you informed about the status of your application and any related matters.
- **Organizational Planning:** Utilize your data for planning purposes, such as setting up interviews, onboarding and the commencement of your employment.
- **Statistical Analysis:** Conduct statistical analyses to improve our recruitment processes and reporting.

The processing of personal data is based on your consent. You may at any time revoke your consent.

7. How long do we store your personal data?

If you do not submit a written objection to the processing of your personal data, we will store and process your information for as long as we consider it necessary for the purposes outlined above.

If your job application is successful, we will retain your data for the duration of your employment at Aisti and may utilize this information for employment-related purposes in accordance with our Employee Privacy Notice.

We routinely assess the necessity of retaining your data and will delete any information that is no longer required for the purposes for which it was collected. Generally, if your application does not result in immediate employment, we will retain your data for future recruitment purposes for up to 24 months from the date you submitted your application. If you prefer not to have your personal data processed for future recruitment opportunities, please contact us.

8. With whom do we share your personal data with?

We may disclose and transfer your personal data within Aisti to recruiters and hiring managers involved in the recruitment process. Additionally, we engage third-party service providers, such as IT service providers and external recruiting partners, who may process your data on our behalf. These service providers are permitted to process your personal data only to the extent necessary for them to deliver their services.

To safeguard your privacy, we require all our service providers to maintain the confidentiality and security of the personal data we provide to them. They must also adhere to applicable data protection laws, our privacy and information security policies, and relevant service agreements.

Please note that personal information is not routinely disclosed to other parties, except when required by law or regulatory authorities.

9. Where is your personal data processed?

The personal data collected is stored and processed inside the EU/EEA.

The service for handling recruitments and simplifying the hiring process is powered by Odoo on behalf of Aisti. More information: <https://www.odoo.com/privacy>

Otherwise, we do not transfer your personal information outside the EU/EEA.

10. Principles of protection of the register

We store your personal data in systems which are protected with firewalls, personal user rights and passwords and other technical and organizational measures generally accepted in the field at the time. The controller shall ensure that the data stored, as well as the access rights to the servers and other information critical to the security of personal data, are treated confidentially and only by the employees whose job description it belongs to.

Please note, that transfers of information over the internet and mobile networks can never occur without any risk, so all transfers are made on the own risk of the person transferring the data.

11. Your rights over your personal data

You have the right to check the personal data stored about you in the register, as well as the right to request the correction and deletion of this data. Requests regarding this matter must be submitted in person or in writing to the contact person mentioned in section 2. If you exercise your right to access information, we will provide you with a copy of the personal data we process. If you request multiple copies, we may charge a reasonable fee for them based on administrative costs.

In accordance with the General Data Protection Regulation (GDPR), the registered individual has the right to object to or request the restriction of the processing of their data, as well as to file a complaint regarding the processing of personal data with the Data Protection Ombudsman.