

## **Data Security**

### **Your data will be secure**

This page explains how we ensure the data security of our electronic services.

### **User registration**

When applying for a vacancy or submitting your personal details to the recruitment service, you must register as a user of Posti's electronic recruitment service Web site. For this, you need a personal e-mail address.

Your username and password together will give you access to both the services and your personal data recorded within them. Therefore, you should store them carefully and preferably separately from each other. If you have forgotten your password, you can order a new one to be sent to your e-mail address.

The password must have eight characters, two of which are numbers, and you cannot use special characters (å, ä, ö, æ, ø etc).

Change your password without delay if you suspect that it has been revealed to an outsider. You can also request that our 'Main User' prevent access to electronic services that use your password.

### **User information**

Only necessary personal data in connection with application is being collected and saved in the Posti eRecruiting system. Your personal information can be used for the purposes mentioned in Data Protection Description. You can view and edit the information you have provided in the 'Personal pages' section.

Employees of the respective Posti companies to which you have applied and who are involved in the application process are being able to access personal data and use it for recruitment related purposes. If you have allowed in your profile your data being saved independently from the application in the so called candidate pool, it can be passed between Posti companies or made accessible to their recruiting employees, so that you can be contacted as a potential candidate in the event of future vacancies.

All Posti companies involved will protect personal data in accordance with the applicable data protection laws in each case. Posti companies concerned will retain the information you have provided for recruitment purposes in accordance with the applicable national legislation and regulations, but depending on Posti Company concerned, never longer than up to two years following recruitment process.

For further details on the principles we adhere to when using personal information, please refer to the Data Protection Description.

### **Secure online sessions**

When logging in to the service, enter your username and password in the required fields. During login, the browser will establish a secure connection between the service and your PC. Consequently, the transmission of your username and password will be encrypted, making it practically impossible for anyone else to know, change, or copy them.

Posti ensures the security of the online connection between the service and your PC for its own pages only. You can ensure the security of your online session by checking the lock icon at the bottom of the browser window. When it is locked, your session is secure.

For secure message transfer, online connections between Posti's electronic consumer services and the customer make use of SSL (Secure Sockets Layer) encryption technology supported by browser programs.

The service uses cookies, which are text files saved on the hard disk of computers. They are necessary for moving from one service to another and for registration of the above-mentioned user information. For virus protection purposes, we are forced to delete attachments containing files harmful to data protection.

Posti Group Corporation will compile user statistics for the service, including, for example, the session time and frequency, as well as the computer's IP address, which it will use for development of the service and for other maintenance purposes. The information will not be linked with the user's name and address information.

### **Logging off**

Log out from the online session as soon as you no longer need it.

For security reasons, the online session will be terminated automatically if the service has not been used for 30 minutes. If the online connection is disconnected in any abnormal way, the system automatically terminates the session.

To accelerate their operation, browser programs make use of a so-called cache. We recommend that the cache always be cleared after your online session so that nobody else using the same computer can view the pages you have used.

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## Data Protection Description

### The Controller, also acting as controller on behalf of its subsidiaries:

Posti Corporation, Business ID 1531864-4

### Representative of Controller or contact person

Name: Päivi Leiber

Postal address: Posti Corporation, P.O. Box 105, 00011 Posti, Finland

Street address: Postintaival 7 A, FI-00230 HELSINKI

Tel: +358 20 4511

### Name of register:

Posti Corporation's Recruitment system

### Purpose of processing personal data:

The primary purpose of processing personal data is to maintain personal data file of job candidates for the use of recruiters and recruiting managers in Posti Corporation. The register contains personal data of those logged into the recruitment system of Posti (in-house applicants) and those registered with the system (outside applicants).

Personal data is processed for the following purposes:

- To inform applicants of vacancies at Posti.
- To receive applications, as an employer, for vacant jobs.
- To search the applicant database for suitable candidates for vacancies.
- To transact with applicants by sending information on the various stages of the application process and requesting supplementary information from applicants if necessary.
- To prepare summaries of information provided by applicants in order to assist in decision-making.

Candidates may have applied for a particular job posting, or they may have applied with open application. Data contained in application will be kept in the register according to time period ruled by national regulations, or for maximum 12 months from the end of recruitment process or applying with open application.

Candidate is able to delete his/her profile at any time, after which his/her information is no longer available for recruitment purposes.

### Data content of the register:

Posti Corporation's Recruitment system contains the following information:

- Name
- Date of birth
- Gender
- Nationality
- Communication language
- Street address
- Telephone numbers, email address and other contact information
- Education and work experience

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- Qualifications (e.g. language skills and driver's licenses)
- CV and other attachment files
- The applicant's preferences for the job required
- Information related to the progress of the recruitment process and selection (e.g. interviews, assessment results)
- For in-house applicants in Posti, information on employment with Posti: Posti ID number, first and last name, e-mail address, address information, telephone numbers (office, home) and information on reassignment

By logging in, applicants can view, alter and delete information they have provided themselves. In-house applicants cannot alter their personal data, address or contact information within the system.

**Regular sources of data:**

Information for personal data file is given by applicants. With respect to in-house applicants in Posti, information on employment with Posti is transferred from the Posti's HR personal data system.

Information on the recruitment process, interviews, assessments and selection are entered in the system by an HR expert (recruiter) employed by Posti, or a recruiting supervisor.

**Regular destinations of disclosed data and transfer of data to countries outside the EU or the European Economic Area:**

Data is disclosed only in compliance with national and international laws, regulations and instructions issued by the authorities.

Applicant summaries used for decision-making purposes in recruitment are compiled from data on registered applicants.

Posti may use external subcontractors for handling the data.

Data is regularly transferred to Posti Group Corporation's countries of operation outside the EU. As a result of the technical realization of information management, some of the information may be located on external subcontractors' servers or equipment, wherefrom it is processed through a technical usage connection. Personal data shall not be transferred outside the European Union or European Economic Area unless it is necessary for the technical implementation of the service. In all situations, the prerequisite for release and transfer of information is that the companies, authorities and organizations that obtain and process the information have concluded a contract with Posti ensuring that the processing of information occurs according to the law.

**Data file protection principles:**

Manually supplied material: Personal data is entered in the system on manually supplied applications.

Data saved in system: Requirements for using the recruitment system include a username, password and e-mail address both for the applicant and the employee using the Posti's system.

Data protection is in compliance with the information security principles applicable at Posti.

**Right of access:**

In accordance with Section 26 of the Personal Data Act, every person has a right of access in order to check the data saved on him/her in the recruitment IT system. A request for checking data must be submitted in writing, with a signature, to the representative of the Controller, or can be made in person at the address given above.