



## Privacy Policy

### Recruitment register

Updated 16.6.2017

#### 1. Registry Holder

Wunderdog Oy  
2617416-4  
Salomonkatu 17 A  
00100 Helsinki

#### 2. Point of contact

Questions regarding the register may be directed to [anna-maria.lafiura@wunderdog.fi](mailto:anna-maria.lafiura@wunderdog.fi)

#### 3. Name of the register

Recruitment register.

#### 4. Purpose of the registry

The purpose of this register is to receive, handle and maintain job applications received by Wunderdog. Information about the applicant in this regard, is only collected from the received applications. The applicant may apply for a specific position or leave an open application.

Data provided by the applicant is stored confidentially and is only available to the people taking part in the recruitment process. The data is stored for two (2) years and may within this time frame be used also for later recruitment purposes. The applicant may consent to a longer storage of his or her information in the register. Otherwise, the information is removed from the recruitment register.

#### 5. Contents of the registry

Wunderdog only handles personal data necessary for recruitment. Such data may comprise in full or in part of:

- Basic information pertaining to the applicant (name, contact details)
- Any other unstructured information wilfully and personally submitted by the applicant

## **6. Source of information**

The applicant.

## **7. Third party release of data**

Contact information contained in the registry is used for recruitment purposes within Wunderdog only. Information contained in the registry is not released outside of Wunderdog.

## **8. Information removal**

Applicants have the right to have data concerning their person to be corrected or removed from the registry. All requests may be directed to the address specified in Section 2.

## **9. Transfer of data outside EU/EEC**

Information concerning the applicant is not transferred outside the EU/EEC area.

## **10. Data protection principles**

All personal information stored in this registry is considered confidential and they are secured by user-specific passwords. Only employees at Wunderdog responsible for recruitment have access to the data provided by the applicant.