

Register description of Mandatum Life's recruitment register

This register description complements the privacy policy. In this register description, we provide a more detailed account of the processing of personal data concerning Mandatum Life's job applicants and persons participating in the Talent Pool. If you have networked with us through our recruitment website, you are part of the Talent Pool. A person registered in the Talent Pool receives an email when a position that interests him/her opens up. Persons in the Talent Pool may also be approached when their profile matches an open position.

The purposes and the legal basis for the processing of personal data

Mandatum Life processes personal data for the purposes of recruiting employees to open positions.

The Talent Pool's personal data is processed with the consent of the data subject.

The legal basis for the processing of personal data in the recruitment process is pursuing the legitimate interests of Mandatum Life. The legitimate interest is recruiting new employees.

Categories of data subjects

- Persons taking part in the Talent Pool
- Job applicants

Categories of personal data

- Basic information
 - For example name, contact details and date of birth
- Résumé information
 - For example information on education, job history and skills
- Information included in the cover letter and possible other information provided in the application
- Information included in the possible assessments and reports during the recruitment process
 - For example personnel assessments or occupational health examinations (where applicable)

Sources of personal data

Data supplied by the person themselves. The data can be added to the service either personally or by using a third party, such as Facebook or LinkedIn. We can additionally collect data from third parties such as LinkedIn or other public sources. This is called information retrieval concerning potential job applicants and it can be carried out manually by our employees or automatically by our service.

In some cases, our current employees can give recommendations for possible job applicants. These employees add the personal data of potential applicants such as these to the service. In cases such as this, the potential job applicant is informed of the data processing and the processing takes place with his/her consent.

The information from the personnel assessment is provided by the company carrying out the assessment.



Disclosure of data

Personal data is disclosed to companies that provide services related to recruitment (service provider of the recruitment and job application system, company carrying out personnel assessments and service provider for occupational health services).

Transfer of personal data outside the EU or the EEA

As a rule, personal data is not transferred outside the EU or the EEA. If data is transferred outside the EU or the EEA, the matter is agreed on in accordance with data protection legislation.

Retention periods of personal data

The data of persons belonging to the Talent Pool is retained as long as the persons in question wish to belong to the Talent Pool. The information given in the job application and its attachments is retained for two years at most. The information related to the personnel assessments is retained for one year at most. The data related to the occupational health examinations is not retained after the recruitment decision.

Rights of the data subject

You have the right to access your personal data processed by Mandatum Life, the right to rectification, the right to lodge a complaint to the data protection authorities and depending on the conditions, the right to erasure, the right to the restriction of processing, the right to object to the processing and the right to data portability. You can read more about your rights and about how to use them in [the privacy policy of Mandatum Life](#).

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