

Register Description: The Recruitment Register of Mandatum Life

### **Data Controller**

Each employer of the Mandatum Life Group acts as the data controller (later referred to as Mandatum Life).

Mandatum Life Insurance Company (Business ID 0641130-2)

Mandatum Life Services Ltd (Business ID 2614680-9)

Mandatum Life Investment Services Ltd (Business ID 2608438-8)

Bulevardi 56

00120 Helsinki

### **Contact Information**

If you have questions about data protection, you can contact [the customer service of Mandatum Life](#).

### **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 legal basis for the processing of personal data is pursuing the legitimate interests of Mandatum Life. The legitimate interest is recruiting new employees. The data subjects provide the data themselves and may choose what data to give. The data is only stored and used for recruitment purposes.

### **Categories of Data Subjects**

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**

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

### **Disclosure of Personal 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).



**Data Transfers Outside the EU/EEA**

Personal data is not transferred outside the EU or the EEA.

**Retention Periods of Personal Data**

The information given in the job application and its attachments is stored for 2 years at most. The information related to the personnel assessments is stored for 1 year at most. The data related to the occupational health examinations is not stored 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](#).

