Privacy Statement for Applicants

Last updated: 2025-10-14

netcontrol

1 Introduction

This Privacy Statement applies to the recruitment process, where Netcontrol (“we”, “our”, “Controller”) processes the personal data of job applicants (“you”, “your”, “data subject”). Here “Netcontrol” refers collectively to the following companies in Netcontrol Group: Netcontrol Oy, Netcontrol AB, Netcontrol AS, Netcontrol SIA, Netcontrol UK Ltd.

Each Netcontrol Group company is responsible for its own recruitment processes and the personal data processing involved.

1.1 Data Controller

Netcontrol Oy (business ID: 0834163-5) and other companies in Netcontrol Group

Headquarters: Takomotie 1-3, FI-00380 Helsinki, Finland

1.2 Privacy contact

You can contact us by email at privacy@netcontrol.com or via mail at the following address:

Netcontrol Oy

ATTN: Privacy Team

Takomotie 1-3

FI-00380 Helsinki

Finland

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2 For what purpose does Netcontrol process your personal data?

We process your data for the purpose of recruiting employees to Netcontrol Group companies. During this process, we collect and otherwise process information, including personal data, to find the most suitable candidate for the position. We store application-related data after the decision on a specific position has been made in order to defend against any legal claims. With your consent, we may store your data to match you to future job openings. We also accept open applications, ones that are not for a specific position, for which applicants provide the data they deem necessary to match them to a possible job opening. We only process your personal data insofar as it is compatible with these purposes.

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3 What personal data does Netcontrol process?

Personal data is any information that can be directly or indirectly linked to a natural person. We process different categories of personal data. The amount and type of personal data mostly depend on what you provide in your application.

- Basic personal information and contact details: name, email address, phone number, home address, date of birth
- Information you provide in the application, CV, and any other documentation. This may, for example, include educational background, employment history, language skills, a photograph, certifications, permits, and licenses
- Results of possible aptitude and/or personality tests
- Any other data that is created during the recruitment process, e.g., during interviews, in consultation with any referees you may have provided, and email communications
- Where necessary, documentation required to verify a noncitizen applicant's right to work, e.g., a residence permit (requirements vary depending on country)

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4 What is the legal basis for processing your personal data?

We process your personal data only when we have a valid legal basis.

- We rely on your consent as a basis for storing your personal data for suitable job openings. If you submit an open application to be stored and possibly matched to future openings, we process your data based on consent.
- We process personal data in order to take steps at your request prior to entering into a contract. This can be used as a legal basis during recruitment, when data subjects initiate the data processing with the goal of entering into an employment contract.
- We have a legitimate interest in finding suitable employees for any open positions, and to achieve this, we process your personal data to the extent that the personal data is necessary and relevant. The application and any related data are stored in case we need them to defend against legal claims.

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5 Where do we get your personal data from?

We may get your personal data from a variety of sources during the recruitment process.

- From you. This includes the personal data you have given to Netcontrol during the recruitment process, e.g., in your CV or application or during interviews. New personal data may also be created during the process, for instance, in the form of notes on an applicant by the Netcontrol employee in charge of the recruitment process.
- A recruitment consultant if we choose to use one. The results of any aptitude or personality tests will also be from a consultant.
- From public sources or third parties, in accordance with applicable laws. This may include, e.g., LinkedIn and any referees you provide. These sources are only used if you provided the source and to the extent that they are relevant to the recruitment process.

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6 To whom do we disclose your personal data, and do we transfer it outside the EU/EEA?

Your personal data is generally not transferred between the Netcontrol Group companies, except for applications for positions that require approval at the Netcontrol Group level. We only share your data with official authorities if legally required to do so. Your data may be transferred outside the EU or EEA, in which case we always ensure that a lawful transfer mechanism is used and that adequate safeguards are in place to protect your personal data. If you apply to work at Netcontrol UK Ltd, your data will mainly be processed in the UK, but it may be transferred to other countries as described above.

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7 How do we protect your data?

We maintain technical and organizational security measures to keep your data safe and to protect the information with which we are entrusted from accidental or unlawful destruction, loss or alteration, unauthorized disclosure or unauthorized access. We always process personal data in accordance with applicable laws and regulations. We handle your data confidentially, and it may only be accessed by those involved in the recruitment process. Our employees are trained to handle personal data appropriately and securely. We use technical security measures reflecting the current best practices, and if someone processes personal data on our behalf, we make sure that we choose processors who have appropriate technical and organizational security measures in place.

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8 How long will your personal data be stored?

For the purpose of matching you to future job openings, we will store your data for a maximum of one year. If you are chosen for the position, we will store information relating to your application for the duration of your employment. In case you are not chosen for the position, we will retain data related to your application to defend against any legal claims and store it in accordance with applicable national laws. If you would like more specific information on how long your personal data will be stored, please contact our Privacy Team.

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9 What are your rights as a data subject?

You have the right to receive confirmation as to whether we process your personal data, and you are allowed to access your personal data and information on how it is processed. Insofar as the processing is based on consent, you have the right to withdraw or change your consent. Withdrawing consent does not affect the lawfulness of the processing done before the withdrawal.

You have the right to object to processing performed on the grounds of legitimate interest and the right to restriction of processing in certain cases, for example, if you believe your data is inaccurate or you are waiting for a response regarding data erasure. If your data is processed on the basis of consent or contractual obligation, you may have the right to data portability with regards to the data you provided.

You are entitled to request the erasure of your personal data, and we will comply with your request provided there are no legal obligations preventing us from doing so. If you believe your personal data is incorrect or incomplete, you are entitled to request that the data be corrected or supplemented.

In case of a data breach likely to involve a high risk to your rights and freedoms, you have the right to be notified of this. Additionally, you have the right to contact a data protection authority and lodge a complaint. Please find more specific information in Section 10.

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10 Data Protection Authority

You have the right to contact a data protection authority for any inquiries, complaints, or guidance. Below, you can find the contact information for the data protection authorities in Netcontrol Group's operating countries.

10.1 Finland

Tietosuojavaltuutetun toimisto

Visiting address: Lintulahdenkuja 4, 00530 Helsinki

Postal address: P.O. Box 800, 00531 Helsinki

Switchboard: +358 (0)29 566 6700

Registry: +358 (0)29 566 6768

Email: tietosuoja@om.fi

Website: www.tietosuoja.fi

10.2 Sweden

Integritetsskyddsmyndigheten

Fleminggatan 14,

plan 7 – Box 8114

Tel. +46 8 657 6100

Fax +46 8 652 8652

Email: imy@imy.se

Website: www.imy.se

10.3 UK

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel. 0303 123 1113

Fax 01625 524510

Website: www.ico.org.uk

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10.4 Latvia

Datu valsts inspekcija
Elijas iela 17
Riga, LV-1050
Tel. +371 6722 3131
Fax +371 6722 3556
Email: pasts@dvi.gov.lv
Website: www.dvi.gov.lv

10.5 Norway

Datatilsynet
P.O. Box 458 Sentrum
NO-0105 Oslo
Tel. +47 22 39 69 00
Email: postkasse@datatilsynet.no
Website: www.datatilsynet.no

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