

EMPLOYMENT DATA REGISTRY DESCRIPTION

1. Registry Held by

Movax Oy (VAT-number: FI-10319170)

Tölkkimäentie 10

13130 Hämeenlinna, FINLAND

tel. +358 3 628 070

fax. +358 3 616 1641

e-mail. marketing@movax.fi

2. Person Responsible for Registry (Data privacy officer)

Ville Tikkanen

Movax Oy

mobile. +358-44 554 3080

e-mail. ville.tikkanen@movax.fi

3. Registry Name

Employment data registry

4. Data collection methods

Personal data and other information may be collected and updated during the recruitment process and during the employment relationship from employers (or colleagues or superiors) or from other persons providing employment or recruitment services for Movax Oy. In addition, computerized data collection methods might be utilized

Personal data is primarily collected from the Data subjects themselves. Personal data may also be collected and updated from demographic registries, credit report registries, and other such private or public registries and sources in accordance with applicable legislation and to the extent permitted by such legislation.



5. Purpose of data collection and legal basis for the processing

Employment related data is utilised for instance for management, development, payroll, communication and recruitment purposes. The processing is necessary for the performance of a contract to which the Data subject is party or in order to take steps at request of the Data subject prior entering into a contract. Furthermore, due to the employment legislation, Movax Oy is also obligated to process such Personal data. In some situations, the processing may be based on the consent of the Data subject.

Should the Data subject choose not to provide its Personal data to Movax Oy, Movax Oy might not be able to take care of its obligations as an employer and offer the Data subjects benefits that she/he is otherwise entitled to due to her/his position as an employee. Furthermore, failure to provide such Personal data might make it impossible to continue the employment relationship or to conclude an employment agreement with the Data subject.

6. Categories of Data subjects and Personal data and duration of storage

The Data subjects are all employees or job applicants of Movax Oy. Additionally, the registry includes information on former employees, which is necessary to store also after the termination of employment.

The basic information consists typically of the Data subjects name, e-mail address, street address, country, telephone/mobile number. In addition, other type of information that are necessary for management purposes as regards employment may also be collected. This information may be for example the duration of an employment relationship. The register may also include payroll and occupational health related information.

Generally, to the extent permitted by applicable laws and regulations, the information is retained at most ten (10) years after the employment relationship is over, or longer if required so by applicable legislation or otherwise necessary and reasonable.

The registry may contain the following, detailed Personal data.

- First name, surname
- Contact address
- Country of residence
- Gender
- Date of birth

Movax Oy

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- Primary language
- Family size
- Secondary contact information (e.g. family members in case of emergency)
- Information related to methods of payment
- Information related to the employment (e.g. work and education history, work hours, etc.)
- Information related to recruitment
- Areas of interest and other information willfully supplied by Data subject

7. Disclosing Personal data

The Personal data is generally not disclosed to third parties. However, the following third parties will receive necessary data from Movax

- Tax authorities
- Employer's insurance company
- Pension insurance company

In some circumstances, information may have to be disclosed to other third parties for legal reasons or if required by applicable legislation.

Due to technical and practical requirements, the Personal data may be processed in locations other than the country in which the data subject is situated, including locations outside the European Union or European Economic Area (incl. Switzerland). Therefore, countries to which the Personal data may be sent/accessed from may have a different standard of data protection than the country in which the Data subject is situated. However, in all such cases, the processing and transferring of the Personal data shall be carried out in accordance with applicable legislations (e.g. justified by EU Commission standard contractual clauses) and Movax Oy's data processing policies and instructions, including applying appropriate and suitable safeguards.

8. Data protection

Databases containing Personal data are protected by firewalls, passwords and other technical means. Databases and their back-ups are located behind locked doors. Once the information is received, strict procedures and security features will be used to prevent unauthorized and illegal access, alteration and denial of use of the Personal data. All the used data security measures are appropriate and generally accepted. Movax Oy continuously follows the technical developments to make sure that its level of data protection is up to date.



Manually handled files containing Personal data are also located behind locked doors without outside access. Movax Oy maintains that only those employees that require to do so in order to appropriately perform their employee duties have access to the Personal data.

9. Rights of Data subjects

Data subjects have the right to gain access and oversee what information and Personal data is held about them and to verify its accuracy. Requests to inspect any such information is to be provided in writing, signed and with proof of identity to the person responsible for the registry by contacting Movax Oy's marketing (tel. +358 3 628 070, e-mail. marketing@movax.fi).

Data subjects have the right to ask for rectification or erasure of Personal data and under certain circumstances restrict the processing of the Personal data or to be forgotten by Movax Oy. Data subjects also have the right to object the processing of the Personal data and opt-out as a recipient of any marketing activities, including direct electronic marketing, direct sales and other related direct business actions as well polls and marketing research. Furthermore, Data subjects have the right to data portability, i.e. right to have Personal data provided by the Data subjects to be transmitted to another controller. Data subjects are always entitled to lodge a complaint with the competent supervisory authority and if the processing is based on consent, the Data subject has the right to withdraw such consent at any time. The withdrawal of a consent shall not affect the lawfulness of processing based on consent before the withdrawal.