



## **INFORMATION REGARDING THE PROCESSING OF YOUR PERSONAL DATA IN THE RECRUITMENT CONTEXT**

### **IN DHL EXPRESS (FINLAND) OY**

#### **1. Why do you receive this information?**

The protection of your personal data is very important to us. The transparency of data processing is a key principle of the European General Data Protection Regulation (GDPR), to be applied starting May 25, 2018. Your data are processed by us in the recruitment context in compliance with the stipulations of the GDPR and further data protection legislation. Such processing comprises the collection, storage, usage, alteration and deletion of data, amongst other steps.

#### **2. Who is responsible for your data (Name and Address of the competent Group Company)?**

This information you will find in the respective vacancy offer

#### **3. Who is your competent contact person?**

This information you will find in the respective vacancy offer

#### **4. Who is the Data Protection Officer/Data Protection Coordinator/Data Protection Contact?**

DHL Express (Finland) Oy  
Data Protection Coordinator  
Tullimiehentie 10, 01530 Vantaa  
Finland  
email: [fi.exp.privacy@dhl.com](mailto:fi.exp.privacy@dhl.com)

#### **5. Who is the competent Data Protection Supervisory Authority?**

Tietosuojavaltuutetun toimisto  
Visiting address: Ratapihantie 9, 6. krs, 00520 Helsinki  
Postal address: PL 800, 00521 Helsinki

#### **6. For what purposes do we use your data?**

Your data are solely processed to facilitate contact with you and for the selection process regarding the staffing of vacancies within the companies of Deutsche Post DHL Group.



### **a. Unsolicited application**

As far as you submit an application to us without reference to a specific open position, we shall operate on the presumption that all Group Companies with the potential to have a suitable opening will be allowed to review your data and to offer you adequate open positions. Your data are therefore stored in an IT system used by the individual Group Companies to look for suitable candidates for current or upcoming vacancies. You can withdraw your unsolicited application at any time. Please inform us adequately.

### **b. Internal sharing within the Group of a specific application**

If you apply for a specific open position at one Group Company, we will only transfer your data to other Group Companies based on your explicit consent. The data will then also be used to decide about the staffing of vacancies in other Group Companies. You can withdraw your consent at any time or restrict the transfer.

### **c. Data screening against terrorism**

Since we are legally obliged to ensure that we do not provide financial support to recipients sanctioned by the EU Anti-Terror Regulation, we shall also screen the master data of applicants against the current set of relevant lists. Providing us your application you declare consent to this processing.

### **d. Security when applying online**

If one of our recruitment platforms requires your registration, your login data will only be used to secure the recruitment platform and your data. Further information about the processing of your personal data you will find on the respective platform.

## **7. How do we collect your data?**

In general, we receive your data directly from you. You provide and store your data in our recruitment platform yourself. There you will find further information about the processing of your personal data. If you send an application to us via another channel, we shall generally store your data in this system. If you have provided information regarding yourself in publicly accessible career networks or platforms, we may process those data in compliance with the respective operator's terms and conditions. Insofar as we work with recruitment agencies, we presume that any such agency is transferring us your data with your approval/consent.

## **8. Which data do we collect about you?**

- Where applicable, access data for the recruitment platform: user name and password
- Master data (last name, first name, date of birth)
- Contact information (address, telephone number, e-mail address etc.)
- Where applicable, citizenship, work permit, information regarding appropriate health status
- Application data such as CVs, cover letters, educational transcripts, letters of recommendation and anything else that you choose to provide us, including through job interviews
- As far as applicable, data obtained from references, assessments and screening reports
- Application photograph



- Previous convictions, as far as relevant for the occupation (e.g. such as vehicle drivers)
- Bank account data in the event that travel costs are to be reimbursed
- In compliance with the respective terms and conditions of the operator, information that you have made available on publicly accessible online networks or platforms related to professional advancement

## 9. Which data do you have to provide?

To review your application, we always need your master data and contact information as well as any personal data that will indicate your suitability for a specific position (application data). In other than exceptional cases where a specific legal obligation is in place (examples: flight-readiness of pilots based upon the rules of the European Aviation Safety Agency), you decide which data you provide to us.

## 10. What is the legal basis for our processing of your data?

Your data are processed for the decision about establishing an employment relationship with you. The respective legal bases are: article 6, paragraph 1(b) (potential of entering into a contract, recruitment); 1(c) (our compliance with legal obligations); and 1(a) (your consent) of the EU General Data Protection Regulation (EU-GDPR). The applicable data protection legislation allows us in specific cases to process data based on legitimate interests. If we base processing on legitimate interests we will inform you about this circumstance and your right to object.

## 11. Who has access to your data?

Your data will in every case only be made available to authorized employees and persons. In the event that your data being transferred within the Group, conditions from 6a and 6b will apply. In addition, group-wide processes for filling open positions can stipulate that besides the relevant manager and HR department of the Group Company advertising the open position, HR and technical service providers, both from other DPDHL Group Companies and external companies may have access to your data. Group-wide processes, e.g. in the context of outsourced IT may stipulate that employees of further Group companies have authorized access to your data.

## 12. How is access to your data safeguarded?

If you apply for a position outside the European Union, or if you consent for your data to be added to the applicant pool, Group Companies in so-called “third countries” will have access to your data. If personal data are transferred to Group Companies in so-called “third countries”, this will be done in accordance with the Deutsche Post DHL Group Data Privacy Policy. This safeguards that our Group Companies world-wide process personal data according to standards that meet the adequate data protection level required by the EU data protection legislation. Our Deutsche Post DHL Group Data Privacy Policy has been approved by the European Supervisory Authorities as a set of Binding Corporate Rules (BCR). A summary of the content can be obtained via the competent HR department.

Where another Group Company or an external company acts as (technical) service provider, this is secured by contractual agreements and the commitment to comply with European data protection standards. We do not transfer data to international organizations.



### **13. How long will your data be retained?**

We will store your data until either you withdraw your unsolicited application or in relation to the application for a specific position you withdraw consent to be added to the applicant pool. When the application process is completed without hiring you we will store your data for 1 additional year, unless you have given your explicit consent allowing us to retain data for the purpose of future employment opportunities. When you are hired we will take over your application data into your personal file.

### **14. What applies in case of automated decision making?**

As far as it is permitted to make a decision by automated means or to conduct automated processing, assessment and prediction of certain aspects of your person (profiling), and this is introduced in your Group Company, we will inform you about your right to be heard and to object to it.

### **15. What rights do you have?**

According to the applicable legal regulations you have the right to

- request access regarding your data that we have stored,
- request rectification of inaccurate data that we have stored about you,
- request erasure of data about you that we are no longer allowed to store,
- be heard in case of automated decision making and to object to it,
- object to processing of your personal data based on legitimate interests,
- withdraw your consent given,
- receive a copy of your stored data (potentially in electronic form).

### **16. How can you assert your rights?**

To assert your rights, please use our recruitment platform or turn to your contact person in the recruitment process.

In the event of rectification or erasure, we shall also inform the recipient of your data about the action.

The competent Data Protection Officer/Data Protection Coordinator/Data Protection Contact is also available to answer any questions you might have.

If you come to the conclusion that your rights are not being observed sufficiently, you can also lodge a complaint with the competent national Data Protection Supervisory Authority.

### **17. Amendments to this information**

In case of amendments to this information, we will provide a new version under <https://www.dhl.fi> or via your contact person.