

Privacy Policy of Serres Group Oy

In this Privacy policy we describe how Serres Group Oy, Serres Oy and Vieser Oy handle personal information. The information is collected from our customers and potential customers contacts and people applying for open vacancies.

This Privacy Policy covers the following areas:

1. Contact information of the registrar
2. What personal data we collect
3. Your privacy rights and how to use those rights
4. How we may use your personal data and the lawful basis for doing so
5. How long we may hold your data
6. Who we may disclose your personal data to
7. Risks related to personal data and how we protect your personal data

Contact information for the Registrar

Serres Group Oy
Keskustie 23
61850 Kauhajoki as
tel.: +358 207464400
VAT FI05917213

Registrar responsible contact person:

Henri Juntunen
tel.: +358 20 746 4420

What personal data we collect

The personal data we collect can be grouped into the following categories:

- Contact information: Name, address including postal address and home country, phone number and email.
- Work description: Job title, work description and area of responsibility, employer or company
- Website usage related information: Cookies, IP address, device ID and client id
- Information related to job applications and recruitment process: Name, address, other contact information, date of birth, personal interests, CV related information like previous work experience, education background, language skills, information related interviews and personality tests and other information that you might provide us like social security number, picture.

Personal data we may collect from you:

We collect mainly information directly from you in customer service or you may provide the information to us via web forms or emails. This information will be used in communications with you, to provide

services, target marketing or to find suitable employees. Also, web site user analytics are collected during the clients web site visits.

Personal data that we may collect from third parties

We may collect information when needed from publicly available sources like company registration offices (such as population registers and registers held by tax authorities, company registration offices, enforcement authorities, etc.).

In addition, we may get contact information for potential customers from our co-operation partners.

Your privacy rights and how to use those rights

You as a data subject have rights in respect of personal data Serres Group Oy, Serres Oy and Vieser Oy hold on you. You have the following rights:

a) Request access to your personal data

You have a right to access the personal data we are keeping about you. Your right to access may, however, be restricted by legislation and protection of another persons' privacy.

b) Request correction of incorrect or incomplete data

If the data are incorrect or incomplete, you are entitled to have the data rectified, with the restrictions that follow from legislation.

c) Request erasure

You have the right request erasure of your data in case:

- You withdraw your consent to the processing and there is no other legitimate reason for processing
- You object to the processing and there is no justified reason for continuing the processing

d) Limitation of processing of personal data

You may request us to restrict the processing of your data.

e) Object to processing based on our legitimate interest

You can always object to the processing of personal data about you.

f) Data portability

You have a right to receive personal data that you have provided to us in a machine-readable format. This right applies to personal data processed only by automated means and on the basis consent or of fulfilling a contract. Right to receive personal data is not valid in case where data is related to professional contact information that is used in business relationships, when justification is not based on personal consent or contract that you are another party.

g) You withdraw your consent

You may withdraw your consent to the processing whenever, if there is no other legitimate reason for processing and processing is based on personal consent

h) Complaint to the data protection authority

You can also lodge a complaint or contact the data protection authority, if you suspect that your personal data are used incorrectly.

To exercise your privacy rights you need to contact registrar responsible contact person from Serres Group Oy.

How we may use your personal data and the lawful basis for doing

Serres Group Oy Serres Oy and Vieser Oy use your personal data to comply with legal and contractual obligations as well as to provide you with offers and services:

Performance of a contract

The main purpose of our processing of personal data is to collect, verify, and process personal data prior to giving an offer and entering into a contract with you as well as documenting, administering and completing tasks for the performance of contracts.

Legal obligation

In addition to the performance of contract, processing of personal data also takes place for us to fulfil our obligations under law, other regulations or authority decision. Examples of processing due to legal obligations are know your customer requirements and bookkeeping regulations.

Consent

There are situations when we will ask for your consent to process your personal data. If you have given consent to a processing of your personal data, you can always withdraw the consent.

We collect, process and analyze data regarding the use of our webpages. Traffic data is data connected to visitors on the webpage and data handled in communication fields for sending, distributing or making messages available. We use cookies and similar technologies to deliver products and services to you, provide a secure online environment, to manage our marketing and provide a better online experience, track our website performance and to make our website content more relevant to you. You can set or amend your web browser controls to accept or reject cookies.

How long we process your personal data

We will keep your data for as long as they are needed for the purposes for which your data was collected and processed or required by laws and regulations. This means that we keep your data for as long as necessary for the performance of a contract and as required by retention requirements in laws and regulations.

Website user analytics we hold 26 months for marketing and customer service tracking and development. Job applications related to specific job opening are held two years and open applications 6 months from leaving the application.

Who we may disclose your personal data to and third party transfers

Your personal data will not be transferred to other registers nor forwarded to third parties, unless you have granted us your corresponding prior consent, or it is required by law.

Risks related to personal data and how we protect your personal

The information that is electronically processed is contained in firewalls, passwords and other generally accepted technical security features of the other security industry. Only those who are identified by the controller and the technical maintenance personnel have access to the information contained in the register. All customer-related information is protected by task-based, personal access rights, and we try to



prevent access by outsiders to the data. All personnel have confidentiality in connection with all customer data.

We have not identified significant risks related personal data in addition to required caution to process job applications. We have paid attention how personal data is being processed and will continuously develop it further.