

# Privacy Policy

We at Balata Staffing Services Ltd appreciate your privacy and have our clients and contacts privacy as a priority. We aim at processing any personal data as transparently as possible. Therefore, on this page, you will find more information on how we collect, use and store personal data.

We always process personal data only in accordance with the applicable legislation, such as the General Data Protection Regulation (679/2016). We have a legal obligation to keep your personal data secured, accurate and up to date. Balata Staffing Services Ltd acts as the controller in accordance with this Privacy Notice. The contact person of the data controller is Heidi Keso.

Should you have any questions relating to the processing of personal data or should you wish to exercise your data subject rights, please contact us at [heidi.keso@balata.fi](mailto:heidi.keso@balata.fi)  
Our further contact details are:  
Address: Finlaysoninkuja 13, 33210 Tampere  
Telephone: +358 (0)400 55 4433

## Data collection at Balata

We receive and process personal data in connection with our business operations. In practice this means for example data that we receive when attending to our clients' assignments, searching and providing employees and organizing network events.

Most of the personal data that we process, we get directly from you and other data subjects. This might happen for example, when you send you resume, sign up for events, are in touch via email or through social media, send us an assignment or send us a job application. In some cases, we also process personal data that we obtain from public sources or from persons that are connected to the assignments. This includes referees and former employers for an example.

The main types of personal data that we process are:

- your basic contact information, such as name, email address, phone number, address, employer and title;
- information you provide to us when you attend to events or meetings organized by us or when you send us a job application;
- information that is provided to us or generated by us for the purposes of providing services;
- information that is required in the salary calculation process
- information that is required in order to fulfil our statutory obligations.

## **Data processing at Balata**

We will store personal data only for as long as it is necessary or for as long as we are required to do so under applicable legislation.

We do not process personal data for any other purposes than those for which it was collected in the first. All personal data is available only for those Balata employees whose position requires them to process such personal data in order to perform their work.

Balata has taken appropriate technical and organizational measures to keep all personal data secured and we follow technical development actively.

The personal data that we process, is collected and used for the following purposes:

- management of our business relationship with our clients and other quarters that we do collaboration or business with;
- compliance with our statutory obligations imposed by legislation
- marketing and communicating with our clients, possible employees and clients – this might include for example sending you newsletters or invitations to events organized by us; and
- recruitment processes when searching and providing employees for our clients

The legal basis for processing such personal data is mainly our legitimate interest in providing our services, obtaining new employees, marketing our services and maintaining a business relationship with our clients. We also process data based on consent and for the performance or preparing for a contract. Furthermore, some processing is based on our obligation to comply with legal obligations.

## **Sharing and transferring data**

Confidentiality and trust are extremely important to us. Therefore, we do not disclose personal data to third parties unless required to do so under applicable laws or to perform assignments to our clients, for an example providing short or long term employees.

In some cases, we use third-party service providers, i.e. suppliers, in processing personal data, which means that your personal data might be transferred to them. However, they are strictly obligated to process personal data only in accordance with applicable laws and our instructions, which means that they shall not process personal data to any other purposes than defined by us.

We do not regularly process personal data outside the EU or the EEA. However, if we do transfer personal data outside the EU or the EEA, we do it in compliance with the applicable data protection legislation and make sure that appropriate measures are implemented to ensure the security of such personal data.

## **Your rights**

As a data subject, you have the right to request a copy of personal data relating to you, request for the correction of incorrect personal data relating to you and the deletion of your personal data. Furthermore, you are entitled to request for the restriction of processing of your personal data and object to such processing. In certain situations, you have the right to data portability, meaning that you can request for having your personal data in commonly used, machine-readable format and you may request that your personal data is transmitted to another controller, if it is technically feasible.

If the processing is based on your consent, you have the right to withdraw the consent at any time by letting us know. However, the withdrawing might in some situations affect the usability of the service in question. You can also at any time opt out of marketing by contacting us.

Should you feel that your rights have been infringed, you may lodge a complaint with the supervisory authority (more information can be found at [www.tietosuoja.fi](http://www.tietosuoja.fi) The Office of the Data Protection Ombudsman)

## **Cookies policy on our website**

We use cookies in our website. In specific we use Google Analytics provided by Google Inc. to develop our communication and services. By continuing to browse the site you are agreeing to our use of cookies.

Majority of all websites use cookies in some way or another. They are pieces of data that websites place on visitors device to store a range of information. They cannot be used to disseminate viruses and they can't access other files on your computer. The cookies we use are not storing your personal data such as your name and address. You can delete your cookies in your browser preferences if you wish.

More information can be found on the service providers' web page. Here is a link for [Google Analytics' data practices](#) and a here a link for [Google Analytics Cookie Usage on Websites](#).