

In many services (including personal assessment and recruitment), MPS mainly acts as data processor of personal data. In this case, the actual data controller is the client ordering the recruitment or assessment. If you give your consent in the application form for MPS to use your personal information, your data will also become part of our Career Services Register and may be used when looking for potential candidates in executive search or communicating about career opportunities and career services.

You can find Privacy Statements for our Career Services and MPS's own recruitment below. For other privacy policies and statements, please see: <https://www.mps.fi/en/privacy.html> .

Privacy statement MPS Career services

1. Controller

MPS Enterprises Ltd
Business ID: 0201148-3
Paciuksenkatu 27, 00270 Helsinki
+358 (0)20 7469 400
privacy@mps.fi

2. Matters concerning the data file

Our customer service will respond to questions and feedback concerning the data file within five working days. Please contact us at privacy@mps.fi .

3. Name of the register

Register of MPS Career services.

4. Purpose of processing personal data and storage of personal data

The data in the data file is processed for the purpose of producing and providing the career services of MPS. The data subject may give their consent for the use of their data in connection with recruitment or various types of targeted campaigns. In that case, the data may be used to communicate new job opportunities, offer services for career development and the improvement of professional skills and implement various questionnaires and surveys.

In the services offered to corporate customers, we process the data of career service participants based on legitimate interest and a cooperation or agreement relationship between the data subject's employer and MPS. In that case, the data subject may also personally give their consent for the marketing and communications purposes of other MPS services.

The data in the data file is also processed for the purpose of planning and developing the business operations and services of MPS Enterprises and improving the customer experience.

The data of temporary career services, such as outplacement, is stored for at least the duration of the process and no longer than two years. For other services, the data is stored until the data subject withdraws their consent or the data is considered expired. The need for storing data is regularly assessed.

5. Data content of the file

The data to be stored varies based on the provided service. The data file may contain personal data as per the following groupings:

- contact information (name, telephone number, e-mail address)
- information related to employment history and educational background
- information and wishes related to employment and career development
- information produced by personality tests or other development tools used as part of the services
- documentation saved or supplied by the data subject, such as CVs and applications
- information saved by the data subject in the MPS career portal or other tools
- recorded answers to questions in video interviews

- other data necessary for the purpose of the data file
- the data subject's choices concerning direct marketing and communications

6. Data sources of the file

The data in the file is obtained from the data subject. Corporate customers disclose the contact details of the participants in their obtained services to MPS for the provision of the services.

7. Transfer and disclosure of data

Data is transferred to suppliers of personality and competency tests potentially used in connection with career services. As subcontractors of MPS, the suppliers act as processors of the personal data.

The data is not disclosed to outsiders or used for other purposes without the consent of the data subject unless the disclosure of data is based on statutory obligations or government regulations.

The processing of personal data mainly takes place within the European Economic Area. Some of our partners may process data outside the EU. All of our service providers are committed to complying with the requirements of the EU General Data Protection Regulation.

8. Principles of file protection

Personal data is kept confidential. Only the employees who need to process personal data for their work duties have access to the system where the personal data is stored. Each user has their own username and password for the system.

The data is collected in data files that are protected with firewalls, passwords and other technical measures. The data files and their backup copies are kept in a locked space, and the data can only be accessed by specific, previously appointed persons.

9. Right to access and erasure

The data subject has a statutory right to access the data concerning them that has been stored in the personal data file, erase or rectify the data and restrict its processing. The request for access (incl. the request for erasure or rectification) must be made using [the data file access request form](#) or submitted in writing and with a signature to the address of the controller provided above. Processing one request for access per year is free for the data subject.

10. Other rights

The data subject has the right to withdraw their consent at any time or object to the processing of their data (legitimate interest). Each data subject has the right to issue a complaint to the supervisory authorities on any defective processing of personal data.

The data subject has a right to object to the processing of data concerning them for direct marketing as well as market research and opinion surveys. This kind of objection can be submitted to the controller's address provided above, or the objection can be made by, for example, unsubscribing from a mailing list as instructed in the marketing communications.

11. Automation used for profiling and decision-making

The service does not use automatic decision-making.

We use the analytics services of Google Analytics and Leadfeeder to develop our operations. The services are used to collect the IP addresses of any visitors to the site as well as usage data on navigation within the site to help us better target our services. Learn more about the use of cookies in our [privacy policy](#). The analytics tools Facebook Pixel and LinkedIn Insight Tag are used to understand the customer's website behaviour, create target groups for marketing and display marketing content to the right people.

12. Amendment to this policy

We are continuously improving and developing our services and websites, which means that the descriptions of file may occasionally be modified. We will publish the updated description of file on our website and record the

date it was updated on it. Please read the description of file every now and then to receive up-to-date information about potential changes.

Updated 28 January 2021.

Privacy statement MPS company recruitment

1. Controller

MPS Enterprises Ltd
Business ID: 0201148-3
Paciuksenkatu 27, 00270 Helsinki
+358 (0)20 7469 400
privacy@mps.fi

2. Matters concerning the data file

Our customer service will respond to questions and feedback concerning the data file within five working days. Please contact us at privacy@mps.fi.

3. Name of the data file

MPS Omien rekrytointien rekisteri (*'MPS Data file for company recruitment'*)

4. Purpose of processing personal data and storage of personal data

The purpose of processing the personal data in the data file is to perform the company recruitment of MPS.

In advertised searches, the basis for processing is an agreement (performing measures preceding an agreement at the request of the data subject). In executive searches, the basis for processing is legitimate interest and consent. If the applicant wishes to also make their information available to searches commissioned by other MPS customers, the information is added to the data files of career services or of executive search. Without this permission, the data will not be used for other purposes.

The recruitment information of MPS is stored for two years after submitting the application or receiving the executive search information. The storage period is based on the statute of limitations.

5. Data content of the file

The data to be stored varies based on the provided service. The data file may contain personal data as per the following groupings:

- contact information (name, telephone number, e-mail address)
- information related to employment history and educational background
- information and wishes related to employment and career development
- information produced by personality tests or other development tools used as part of the services
- documentation saved or supplied by the data subject, such as CVs and applications
- information saved by the data subject in the MPS career portal or other tools
- recorded answers to questions in video interviews
- other data necessary for the purpose of the data file

6. Data sources of the file

The data in the file is obtained from the data subject. In executive searches, candidates may be sought using various websites that are either public or protected with access rights. For more details on the processing of personal data in executive searches, see the executive search privacy policy.

7. Transfer and disclosure of data

Data is transferred to suppliers of personality and competency tests potentially used in connection with recruitment. As subcontractors of MPS, the suppliers act as processors of the personal data.

The data is not disclosed to outsiders or used for other purposes without the consent of the data subject unless the disclosure of data is based on statutory obligations or government regulations.

The processing of personal data mainly takes place within the European Economic Area. Some of our partners may process data outside the EU. All of our service providers are committed to complying with the requirements of the EU General Data Protection Regulation.

8. Principles of file protection

Personal data is kept confidential. Only the employees who need to process personal data for their work duties have access to the system where the personal data is stored. Each user has their own username and password for the system. In the company recruitment of MPS, the data is processed by the individuals participating in the recruitment as well as HR management.

The data is collected in data files that are protected with firewalls, passwords and other technical measures. The data files and their backup copies are kept in a locked space, and the data can only be accessed by specific, previously appointed persons.

9. Right to access and erasure

The data subject has a statutory right to access the data concerning them that has been stored in the personal data file, erase or rectify the data and restrict its processing. The request for access (incl. the request for erasure or rectification) must be made using [the data file access request form](#) or submitted in writing and with a signature to the address of the controller provided above. Processing one request for access per year is free for the data subject.

10. Other rights

The data subject has the right to withdraw their consent at any time or object to the processing of their data (agreement, legitimate interest). Each data subject has the right to issue a complaint to the supervisory authorities on any defective processing of personal data.

11. Automation used for profiling and decision-making

The service does not use automatic decision-making.

The analytics tools (Facebook Pixel and LinkedIn Insight Tag) used for the service are used, for example, to understand the customer's website behaviour, to create advertising target groups as well as to show the advertisements to the right people.

12. Modifications to this description of file

We are continuously improving and developing our services and websites, which means that the descriptions of file may occasionally be modified. We will publish the updated description of file on our website and record the date it was updated on it. Please read the description of file every now and then to receive up-to-date information about potential changes.

Updated 19 February 2021.