

DATA PRIVACY STATEMENT

Your privacy is important to us. Business Psychologist Lilli Sundvik (later referred to as Business Psychologist) is committed to protecting your privacy and handling your personal data with transparency in line with the applying laws and according to good data protection principles.

1. USAGE AND HANDLING OF PERSONAL DATA

Personal data is collected and handled only to the degree that is necessary for the business to provide and develop services. Your personal data is collected and handled for the purpose of providing and offering services in business psychology, as well as for developing these services, taking care of customer connections, and developing marketing content.

1.1 Private Persons

a) Customers attending personal assessment

Personal data is collected from people attending psychological personal assessments in order to produce and develop services. The information collected is the following:

- Name and contact information
- Date of birth
- Native language
- Information that is necessary to evaluate the candidate's suitability (education, profession, knowhow, results of psychological tests, results of simulation exercises)

Information on suitability to the vacancy the applicant has applied to (this suitability assessment is conducted by a psychologist):

- The vacancy in question
- Relevant information from the applicant's CV
- Information on the career success of the applicant in order to improve services

Data is collected, handled, and stored according to your consent as well as to fulfill the agreement on services with a client.

According to the Finnish law, attending a psychological suitability assessment is voluntary. Therefore, your approval is always asked.

b) Customers attending training

The collected information is the following:

- Contact information
- If a psychological test is used in the training sessions, the test results will be collected

1.2 Client company representatives

Personal data is collected from customers and potential customer representatives in order to carry out billing, take care of communication and relations with these customers, provide services, ensure a positive customer experience, implement marketing, and develop our services.

2. TRANSFERRING AND OF DATA

Your data is processed with confidentiality and is not provided to third party operators except for the cases specified below:

Public authorities: When stipulated by law, we may have to provide some data to public authorities or jurisdiction. We do so only in regard to a decision by court of law or when legitimately ordered by a public authority.

Corporate transactions: In case of mergers and acquisitions or other corporate transactions, the acquiring party may gain access to personal data. In such a situation, confidentiality will be ensured by non-disclosure agreements.

In some instances, we use contractors and service providers (e.g., IT services, marketing, cloud computing, and invoicing) who will have limited access to personal data. The access is limited only to the extent to which it is required to provide the service(s) in question, meaning that they cannot use your data to their own purposes. Contractors and service providers are required by contract to ensure proper data protection and the legal handling of data.

3. INFORMATION SECURITY

We have the appropriate technical and organizational privacy protections to secure personal data from disappearing, misuse, or from other such illegal access to the data. These include, among others, fire walls, cryptography, and safe premises.

Access to your personal data is also internally restricted by the use of access rights and monitoring those rights. Your personal data is processed only by those employees who have the right in the scope of their work.

4. USE OF INFORMATION AND RIGHTS

You have the right to know what information we have of you in our record as well as impact the way in which the information is used. In certain cases, you have the right to be forgotten or request the transfer of your data to a different record-keeper.

Below, are your rights based on current legislation:

Right to withdraw consent

When the processing of your personal data is based on your consent, you have the right to withdraw your consent at any given time.

Right to inspect and correct data

At any given time, you have the right to inspect the information we have gathered of you or receive confirmation that there is no information of you on our record. In case your information is faulty, inaccurate, or incomplete, you may issue a request to correct your information.

The right to limit or object the processing of data

If your data is in any way inaccurate, you have the right to demand a temporary halt in processing your data, until the accuracy of the data has been ensured. In addition, you stand the right to fully object the processing of your data.

Right to be forgotten

In certain cases, you have the right to be forgotten. When your data is no longer required for the purposes, it was originally collected for and when there is no legal obligation to preserve the data, all data on you will be removed. Furthermore, when the handling of the data is based on your consent and you withdraw that consent, or if you object the handling of your data, your data will be removed, unless there are other grounds for preserving it.

Right to transfer data from one system to another

You may request for transfer of your data. In such case, your personal data will be sent to you in machine-readable format, for you to either keep it yourself or provide it to another record-keeper (e.g., another service provider). If technologically possible, we can transfer your data directly to another record-keeper at your request. This is possible only when we handle your personal data based on your consent or agreement and is only applicable to information you have provided to us yourself.

Right of appeal

In addition to the afore-mentioned rights, you have the right to appeal to a supervising authority on the handling of your personal data.

You may inspect your data by contacting Business Psychologist Lilli Sundvik via email lilli.sundvik@businesspsychologist.fi . In case of any questions about the afore-mentioned rights, please contact us at lilli.sundvik@businesspsychologist.fi

5. PRESERVING OF DATA

We preserve your data only as long as it is necessary for our business activities and for providing and developing our services, or until you request us to delete your data. We follow legislative guidelines at all times.

The data of private individuals is kept in our records for a maximum of two years calculated from the date of the assessment/training. After this, the data is either destroyed or anonymized.

The data of the representatives of client companies is kept during the customer relationship / contract and destroyed within two years after the end of the customer relationship / contract.

6. RECORD-KEEPER AND CONTACT INFORMATION

Business Psychologist is the record-keeper of your personal data. In case of questions or comments, please contact us:

Business Psychologist Lilli Sundvik

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