



JUNGLE JUICE BAR'S RECORD OF DATA PROTECTION IN RECRUITING

Controller

Smoothie Heaven Oy (Jungle Juice Bar)
Keskuskatu 4, 00100 Helsinki
info@junglejuicebar.com

Name of the register

Jungle Juice Bar's recruitment register

Purpose of use of the register

The register concerns the personal data collected, processed and stored in connection with recruiting.

Person responsible for the register

As the controller, the user of the service, Smoothie Heaven Oy (Jungle Juice Bar), is responsible for processing job applicants' applications and personal data by its own employees and for related enquiries. Enquiries are to be submitted to the person responsible for register-related matters.

Person responsible: Nelli Sirviö, HR manager

E-mail: [firstname\(at\)junglejuicebar.com](mailto:firstname(at)junglejuicebar.com)

Collection of personal data

What personal data will be collected?

Personal data directly or indirectly concerns a person. Such data includes a person's name, personal identity code, address, e-mail address and telephone number. In addition, diverse electronic identities, such as IP addresses, can also be considered as such data if it can be linked to a natural person.

When you submit a job application via the www.junglejuicebar.com site, Jungle Juice Bar will store personal data concerning you which you have provided in your application. The data includes a person's name, date of birth, address, e-mail address, telephone number, gender, CV/resume, your job application and your responses to the location and role applied for as well as your other responses to questions relating to applying for a job.



Data sources of the register

Data is primarily obtained from the job applicants themselves. Information may also be obtained from references or other contact persons provided by the job applicant. In addition, the data comprises data stored during the recruitment process.

Processing, storage and retention of personal data

Jungle Juice Bar will use your data in assessing your suitability for open positions and to contact you for scheduling a job interview or phone interview.

The data will be stored in a secure e-mail service. Depending on the position and location applied for, the data will be processed by regional managers, HR department employees and administrative employees.

We will store personal data for the duration selected by you on the form, ranging from one month to a maximum of six months. Applications older than 6 months are erased. All applications are erased in a way that maintains data protection.

Protection of personal data

Personal data will be stored safely in a locked space. Data processed and stored outside supervised and guarded premises as necessary will be encrypted to prevent unauthorised use. Data connections to the personal data register are secured through encryption. Access by register maintenance is limited to those who absolutely need to do so. These persons have been trained in the secure processing of data and are subject to a secrecy obligation.

Disclosure of personal data

We do not disclose the personal data collected in conjunction with recruitment to third parties. Personal data will not be disclosed for direct marketing, direct advertising, telesales, market research, opinion polls or public registers.

The servers used in recruitment are located in Finland. Data received in recruitment is not processed or transferred outside the EU/EEA. The data security of the data processed is ensured by using encrypted data connections.



Withdrawal of consent

In accordance with the personal data legislation in force, you have the right at any time to request access to the personal data concerning you which are collected in conjunction with recruitment and processed, request the correction of incorrect data, limiting its processing or erasure of personal data.

If you withdraw your consent, we will erase your personal data collected in conjunction with recruitment and discontinue its processing based on consent.

However, the same personal data be used both based on consent and in processing that is strictly necessary or required by other provisions. Therefore, even if you withdraw your consent to the processing of personal data for recruitment purposes and the processing concerned by the consent is discontinued, we may retain your data for other processing, such as the processing of corporate orders if you have placed a corporate order with us.

Requesting an extract of the register

If you want to know which data concerning you we have registered, you may request the data in writing from the main user of Jungle Juice Bar's HR department from the address mentioned hereinabove.

You can request an extract of the register with the information stored about you in conjunction with recruitment by submitting a written request to the HR department main user. The request must always be submitted in writing, and it must be personally signed by the person making the request. The right to an extract of the register is based on section 26 of the Personal Data Act.