

DESCRIPTION OF PERSONAL DATA FILE
Section 10 of Finnish Personal Data Act (523/99)
Updated on January 11, 2007

<p>1. File controller</p>	<p>Name and contact address: Bang & Bonsomer Group Oy Itälahdenkatu 18 A 00210 Helsinki, Finland</p>
<p>2. Person in charge of the file and contact person</p>	<p>Name and contact address: Terhi Ahde-Uusitalo Itälahdenkatu 18 A 00210 Helsinki, Finland</p>
<p>3. File name</p>	<p>Recruitment appliance of the Bang & Bonsomer website</p>
<p>4. Purpose of personal data processing (purpose of the file)</p>	<p>Through the website recruitment appliance candidates can apply for a vacancy or send an open candidate profile.</p>
<p>5. Contents of the file</p>	<p>The contact information of the candidate: Name, date of birth, street address, postal code, city, telephone number (s), e-mail address Information about the job applying for: vacancy, country of interest, duration . A candidate can also send a separate CV.</p>
<p>6. Regular data sources</p>	<p>Information provided by the candidate themselves via internet and the comments of persons inside the Bang & Bonsomer Group who are responsible of recruitment activities to meet the purpose for which the candidate have submitted the information.</p>
<p>7. Regular destinations of disclosed data and the transfer of data</p>	<p>The data is not transferred outside Bang & Bonsomer Group . Access to the file requires personal authorization, which is given only to persons who are responsible of recruitment activities.</p>
<p>8. Principles of data protection</p>	<p>A. Manual files (Storing place HR department, Helsinki) Files are stored for six months. B. Electrical files Data is stored for six months.</p>