

Recruitment process Privacy Policy



Capalo AI Oy protects the privacy of job applicants in their recruitment processes. The policies below will apply when a job application is received, as well as the provisions of the EU General Data Protection Regulation (GDPR) and other applicable personal data legislation.

1. Information collected and the purpose of processing

We need some of the potential employee's personal data to fill a potential job position to complete the recruitment process.

We collect the following personal data during and for the recruitment process directly from the potential employee:

- The name and contact details of the job applicant
- Applicant's name and contact details.
- Applicant's qualifications, information, education, and professional interests.
- Letter of interest and CV
- Identity card

The purpose of processing of all the above personal data is to take steps prior to entering into an (employment) contract with the potential employee (Article 6(1)(b) of the GDPR).

2. Data erasure

The personal data referred to above will be erased within 1 (one) month of the ending of the recruitment process, except in so far as either:

- a. The person is recruited as an employee of the company; or
- b. The person gives their consent to a longer retention period in order to be considered for future employment opportunities with the company

3. Data controller and data processors

The data processor for the personal data processed herein is Capalo AI Oy (business ID 3268277-1), address Mikrokatu 1 M, 70210 Kuopio, Finland.

For personal data related inquiries, the person responsible for data processing at Capalo AI Oy can be contacted at: info@capaloai.com

The following parties process data as data processors on behalf of Capalo AI Oy based on a written data processing agreement:

- Google Drive by Google, Inc. ("Google"). We store information about you in the Google Drive cloud service by Google Drive, Inc. We will only share your data with the following storage service providers: please refer to the Google Drive Privacy Policy for more information.

To the extent personal data is processed outside the EU/EEC countries, it is done so in countries with an adequate level of data protection, or subject to sufficient safeguards under Article 46 of the GDPR such as the use of standard contractual clauses.

4. Job applicants' rights regarding personal data.

Job applicants have the right to receive, on request, a copy of their personal data

Job applicants have the right to request rectification or erasure of their personal data, or a restriction of processing of their personal data in certain circumstances, such as when the information in question is erroneous, outdated, or no longer necessary for the purposes for which it was collected

Job applicants have the right to data portability, including the right to receive a copy of their personal data and the right to transmit said data to another controller

Job applicants have the right to lodge a complaint with the competent data protection authority, which for Finland, Capalo AI Oy's domicile, is the Finnish Data Protection Ombudsman: <https://tietosuoja.fi/etusivu>

For the avoidance of doubt, job applicants are not subject to automated individual decision-making with regard to the personal data detailed in this policy.

5. Changes to this Privacy Policy

We will review the Recruitment Privacy Policy regularly and notify job applicants of any updates to this Privacy Policy.