



Job Applicant Privacy Notice

As part of any recruitment process, Iceye Oy (ICEYE) as the controller collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

ICEYE collects a range of information about you. This includes:

- Basic information such as your name, address and contact details, including email address and telephone number;
- Details in your application or which are otherwise relevant for the position, such as details of your qualifications, skills, experience and employment history, information about your current level of remuneration and information about your entitlement to work in the European Union;
- Details relevant to the recruitment process, such as information on the progress of the recruitment process, notes possibly composed to support the recruitment and information concerning the selection to the position

ICEYE may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. Primarily we collect the data from you.

We may also collect personal data about you from third parties within the framework of applicable legislation mainly by your consent or as permitted by law, such as references supplied by former employers or from result of conducted background check. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and in other IT systems (including email).

Why do we process personal data?

ICEYE has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in Finland before employment starts.

If your application is unsuccessful, ICEYE may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time. We may also need to process data from job applicants to respond to and defend against legal claims.

Who has access to personal data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with employment background check providers to obtain necessary background checks. We may also share your data if ICEYE would be involved in a merger, acquisition, sale of assets or similar transaction, or, when we believe in good faith that disclosing the data would be necessary to safeguard our rights, to protect you or others, to investigate fraud or to comply with authorities' requests.

We do not transfer your personal data to outside the EU/EEA.

How do we protect personal data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Please be aware that, although we endeavour to provide reasonable security measures for personal data, no security system can prevent all potential security breaches.

For how long does ICEYE keep personal data?

Your personal data will be retained only as long as necessary for the purposes set out in this Privacy Notice or for retention periods based on applicable laws.

If your application for employment is unsuccessful, the organisation will hold your data on file for one (1) year after the decision of the relevant recruitment process has been communicated to you, as required by non-discrimination and equality legislation. You will be asked when you submit your application and/or for instance CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not, in which case we retain your data similarly after the last such recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment and to some extent also thereafter. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Request the organisation to change incorrect or incomplete data;
- Request the organisation to delete or object to processing your data, for example where the data is no longer necessary for the purposes of processing;
- Ask ground for processing of your data; and
- Exercise your right to data portability, i.e. right to receive your personal data in a structured, commonly used machine-readable format and transmit your personal data to another data controller, to the extent required by applicable law.
- If you think there is a problem with the way we are handling your personal data, you have a right to file in a complaint to your national data protection authority in the EU/EEA. In Finland that is the Data Protection Ombudsman. You can find the contact details of the Finnish Data Protection Ombudsman through this link.

If you would like to exercise any of these rights, please contact dpo@iceye.com.

Our full contact details are ICEYE Oy (2639822-1) located at Maarintie 6, 02150 Espoo, Finland, and our phone number is +358 406 328 544.

ICEYE periodically reviews and revises this Privacy Notice

We may revise and update this Privacy Notice from time to time. We will notify of possible changes at www.iceye.com/privacy-policy, where the most recent version will be available for you at all times.