

Information on the processing of personal data for the data subject: Climate Fund HR

1. Controller

Name: Ilmastorahasto Oy (Climate Fund)
Business ID: 2777483-1
Address: Porkkalankatu 1
Postal code: 00180
City: Helsinki
Telephone number: +358 401527570
Email address: info@ilmastorahasto.fi

2. Data Protection

Officer As the controller
Address: privacy@ilmastorahasto.fi
Email:

3. Purpose of processing

The personal data is used for recruitment, personnel management and its development (including occupational health and safety), the enablement of measures and development related to employment contracts and management positions, as well as for administration and communications.

Examples of such use includes the processing of job applications, functions related to recruitment registers, contacting applicants, drawing up employment contracts, commissioning security clearances, hiring, the management of employee benefits, working hours and absences, the monitoring of working ability and other occupational health and safety measures, setting and monitoring targets and keeping track of training, work device management, personnel surveys and testimonials. Furthermore, information on personnel and management and their commitments, as well as lists of insider information processors are maintained for administrative purposes. Information related to data protection is also processed when necessary. The Climate Fund uses data such as photographs of personnel and management for communications and stakeholder cooperation and can monitor their work-related appearances and meetings.

4. Basis of processing

The Climate Fund processes the personal data on the following bases, depending on the purpose of processing:

- The performance of a contract between the Climate Fund and the data subject or the implementation of pre-contractual measures.
- Compliance with a legal obligation.
- The data subject's consent.
- The Climate Fund's legitimate interest, related to the Climate Fund's recruitment needs or the implementation of normal administration, depending on the purpose of the processing.

5. Data processed

The personal data being processed concern potential recruits, personnel and management. The categories of personal data being processed are, where applicable, the data subject's name, personal identity code and other identifying information, contact details and bank account number, education and work experience information, language skills, references, terms of employment or executive contracts, job titles, pay and pay development information, tax information, employee benefits, working hours and absences, medical certificates and other necessary health information related to working ability or the employment relationship, information related to business trips, meetings and appearances, the results of a possible security clearance, commitments, receipt of insider information, information related to data security, press photographs and possible results of votes or surveys.

6. Regular sources of data

The aforementioned personal data are mainly collected from the data subjects themselves. Providing several types of the personal data mentioned above is a requirement for signing an employment or executive contract. Data can also be obtained from official sources (e.g. tax information and security clearances) or, in certain cases and based on law or the data subject's consent, from the occupational health care provider or, in certain limited cases, from publicly available sources.

7. Data storage period

Personal data will be stored for as long as required for the purpose for which they were collected or for as long as required by regulations. For example, many types of data related to the employment relationship are

stored for the duration of employment and for as long as necessary after the termination of employment for compliance with legal obligations, such as accounting or taxation obligations.

8. Disclosures of data

Personal data can be disclosed when necessary. Data can be disclosed within the Climate Fund. Other possible recipients of data may include, to the extent necessary, the accounting firm managing the Climate Fund's payroll computation and accounting, external recruitment consultants, the occupational health care provider, the telephone operator, employee benefit providers, vendors of software used by the Climate Fund, the lessor, travel agencies used for business trips, the auditor and internal audit. Personal data can also be disclosed to the authorities, such as the Tax Administration, or to the Finnish Security and Intelligence Service for obtaining a security clearance. Personal data can also come to the knowledge of IT support personnel in the course of their duties.

8. Transfers of data outside the EU or EEA or to international organisations The data processed in the Climate Fund's main data management system are stored within the EU. Some of the service or software providers used by the Climate Fund may process data outside the EU or EEA. Transfers of personal data outside the EU or EEA are subject to data protection regulations and are only carried out within the limits permitted by them.

9. Protection of personal data

The Climate Fund employs appropriate technological and organisational safeguards to ensure the secure processing of personal data. Physical access to data is prevented by access control and other security measures. The storage of electronically processed data is secured with technological safeguards. Access to data requires sufficient access rights and authentication with a username and password. Unauthorised access is also prevented with, e.g., firewalls and technological protection. Climate Fund personnel have a secrecy obligation.

10. Automated decision-making

The Climate Fund does not use the aforementioned personal data for automated decision-making (such as profiling) that would have a significant impact or legal effects on data subjects.

11. Rights of the data subject

You have certain rights if the Climate Fund is processing your personal data.

- You have the right to know whether the Climate Fund is processing personal data that concern you. If the Climate Fund is processing personal data that concern you, you have the right to obtain a copy of such data unless the Climate Fund has a lawful basis for refusing your request.
- You have the right to know for which purposes and in what way the Climate Fund is processing your personal data. This information is provided in this document. If you have any questions, you may contact the Climate Fund's Data Protection Officer. The DPOs contact details can be found in section 2.
- If the Climate Fund is processing your personal data based on your consent, you have the right to withdraw that consent at any time by notifying the Climate Fund of this. However, this will have no effect on the Climate Fund's right to process your personal data before the withdrawal of consent or on another lawful basis.
- If your personal data being processed by the Climate Fund is inaccurate, you can ask the Climate Fund to rectify the data. If the Climate Fund rectifies data on the basis of your request, the Climate Fund has an obligation to notify all parties to whom it has previously disclosed the data of the rectification where possible. You can also have incomplete personal data completed by submitting additional information to the Climate Fund.
- If you consider that the Climate Fund is processing inaccurate personal data concerning you or the data is being processed unlawfully, or if you have objected to the processing of your personal data on a specific basis, you can request that the Climate Fund restrict the processing of your personal data. In such cases, the Climate Fund will only have the right to process your data based on your consent or if the data is necessary for the establishment, exercise or defence of legal claims, for reasons of public interest or in order to protect the rights of another. If the Climate Fund restricts the processing of data on the basis of your request, the Climate Fund has an obligation to notify all parties to whom it has previously disclosed the data of the restriction where possible.
- In some cases, you have the right to request the erasure of your personal data. However, the Climate Fund may not be required to erase your data, for example if the processing is necessary for complying with a statutory obligation or for the establishment, exercise or defence of legal claims. If the Climate Fund erases your data on the basis of your request, the Climate Fund has an obligation to notify all parties to whom it has previously disclosed the data of the erasure where possible. With certain exceptions, you have the right to request the erasure of your data in the following situations:

- The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.
- The processing of personal data is based solely on your consent, which you have withdrawn.
- The Climate Fund is processing your personal data unlawfully or the data have to be erased for compliance with a legal obligation to which the Climate Fund is subject.
- You object to the processing of your personal data for direct marketing purposes.
- You object to the processing of your personal data and there are no overriding legitimate grounds for the processing.
- You have the right to object to the processing of your personal data by the Climate Fund on certain bases. You can do so at any time on grounds relating to your particular situation. In such cases, the Climate Fund may no longer process your personal data unless there are compelling legitimate grounds for the processing which override your interests, rights and freedoms, or for the establishment, exercise or defence of legal claims. You have the right to object at any time to the processing of your personal data for direct marketing purposes.
- You have the right to lodge a complaint with the competent supervisory authority, i.e. the Data Protection Ombudsman, if you consider that the Climate Fund is processing your personal data in violation of data protection regulations.