



RECRUITMENT PRIVACY POLICY

Please read this Privacy Policy for recruitment purposes carefully prior entering your data into our recruitment system. If you do not agree with this Privacy Policy, you cannot submit your data into the system and unfortunately we will not be able to process your application further. This Privacy Policy applies both to applications for specific positions as well as to open applications.

SSH Communications Security (hereinafter “SSH”) is committed to protect and respect your privacy in accordance with applicable data protection and privacy laws. This Privacy Policy sets out the basis on which the personal data will be processed by us in connection with our recruitment processes.

For the purposes of the General Data Protection Regulation (“GDPR”) the controller of your personal data is:

SSH Communications Security Corporation

Kornetintie 3
FIN-00380 Helsinki, FINLAND

If you have any questions relating to this Privacy Policy, please contact us at dataprotection@ssh.com

This Recruitment Privacy Policy has been updated on November 1st, 2018 and may be subject to changes from time to time.

Processing of personal data for recruitment purposes

We will need to collect and store personal data you submit via the recruitment system for the purposes of the recruitment process. The recruitment system used in the application process is ReachMee. The recruitment purposes include identifying and evaluating candidates for open positions as well as for possible future roles and processing open applications. SSH may also process your personal data to ensure compliance with applicable legal requirements. SSH collects and processes your personal data submitted via the recruitment system only for legitimate recruitment and employment purposes. If you wish to know more about privacy and use of personal data by SSH, please refer to our Data Privacy Policy available at <https://www.ssh.com/legal/> or contact us at dataprotection@ssh.com.

Categories of personal data

SSH processes data you submit as part of your job application. This data may include:

- contact information (name, address, telephone number, email address, your preferred ways to be contacted)
- other personal information (such as date of birth, nationality, preferred language)
- log-in and password information used in connection with authentication

- attachments (such as cover letter, resumes)
- previous academic and working experience, skills, competences
- preferred countries of employment, desired salary
- information relating to references

You should be careful which information you choose to include in your application: share only that information which is relevant to the position in question.

SSH offers equal treatment to all candidates and does not discriminate on any grounds. SSH does not generally collect sensitive personal data (information about health, race, ethnicity, religion, sexual orientation, political beliefs or other similar). Sensitive data may only be collected when strictly required by the applicable laws.

Accessing your personal data

Your personal data submitted as part of your job application will be available for persons working in the human resources and select employees within the organisation related to the specific recruitment process in accordance with the GDPR. We may also share your data with external service providers for recruitment purposes, or as legally required. If your identity is protected, you should inform the contact person named in the advertisement or at dataprotection@ssh.com.

Storing of your personal data

If your job application is successful, we may collect your recruitment data for personnel records in accordance with applicable laws. The SSH employee data is retained as long as there is a contractual employment relationship between SSH and the employee and 10 years after the end of the contractual relationship.

If your job application is unsuccessful, your personal data will be retained for a period of 6 months. During this time, we may contact you regarding similar job opportunities. The retention period applies both to applications to specific open positions as well as to open applications. If you do not wish us to store your information for the period of 6 months, please inform us at dataprotection@ssh.com.

Confidentiality and security of processing

The data you submit via the recruitment system is securely transmitted over an encrypted internet connection. Your personal information will be kept confidential, and only limited people with effective non-disclosure agreements will have access to your personal information. SSH ensures high standards of technical and organisational security measures in both electronic and physical processing of data. We may use the ReachMee technology to find suitable candidates automatically, but any decision as to who will be successful in the application will be made by our staff.

International transfers of personal data

SSH may sometimes need to transfer recruitment information outside the European Union. International data transfers may typically take place to USA and Hong Kong

due to the geographical locations of SSH subsidiaries. International transfer of recruitment data may occur for example when the advertised position is located outside the European Union. When international transfers of personal data are required, they are made in accordance with the appropriate safeguards (standard data protection clauses) defined in the GDPR.

Your personal privacy rights

If you wish and your jurisdiction gives you the right to obtain a copy of your personal information or to remove it, you can request access to your recruitment data, correct or delete it by contacting us at dataprotection@ssh.com.

You can find more information about your personal privacy rights in our Data Privacy Policy, available at <https://www.ssh.com/legal/>