

## Description of the File Personal Act (523/1999) Section 10

1. Controller	Tieto Corporation, Human Resources Management  Contact information: Tieto Oyj, Aku Korhosen tie 2 – 6, P.O. Box 38, FI-00441 Helsinki, Finland <a href="http://www.tieto.com">www.tieto.com</a>
2. The person in charge and/or contact person	Johanna Louhi, Director HR Operations, Tieto Group Human Resources  +358 (0)20 725 2113 / +358 (0)40 777 9329 <a href="mailto:johanna.louhi@tieto.com">johanna.louhi@tieto.com</a>
3. Name of the register	iRecruitment recruitment database
4. The purpose for processing the personal data / the purpose for the use of a register	The global recruitment database is used for managing the hiring as well as recruitment process and applicant information on internally and externally advertised job openings.  Human resources management and related processes for which personal information is used include: Recruitment and personnel planning
5. Content of the register	Data stored in iRecruitment covers: Personal data: name, age and gender Address and contact details Preferred job area, location and employment type (full time / part time) Level of education Language skills Application letter and resume (Curriculum vitae), in free format Other comparable information
6. Regular sources of information	Data is regularly provided by The data subjects themselves.
7. Regular destinations of disclosed data and whether the data is transferred to countries outside the European Union or the European Economic Area	The data may be transferred within the Tieto group of companies. Third party service providers may be used to process personal data on behalf of Tieto group of companies.  Personal data may be transferred to countries outside the EU or the EEA. Transfers are conducted in accordance with the Finnish Data Protection Act and the EC Data Protection Directive. Basis for the transfer are the EC Commission approved model clauses.

8. The principles how the data register is secured	<b>Data register/ADP register (principles for the right to use a register, monitoring of the use and actual protection of hardware)</b>  Technical and organizational security arrangements are in place to protect any unauthorized access to personal data in accordance with the data controller's security policy. All computer equipments and terminals are protected with passwords. The information systems' users have a right to access to only such files, data, media, systems, areas of the data communications network and other resources they are entitled to use due to their work assignments. The information system's users are provided with appropriate training and are bound by confidentiality obligations.
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[Unofficial translation from Finnish model form provided by Office of data protection ombudsman] [www.tietosuoja.fi](http://www.tietosuoja.fi)