

## PRIVACY NOTICE OF THE JOB APPLICANT REGISTER

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| <b>1. Data controller</b>                                   | BDO Oy<br>Vattuniemenranta 2<br>FI-00210 Helsinki, FINLAND<br>email: <a href="mailto:info@bdo.fi">info@bdo.fi</a><br>tel. +358 (0)20 743 2920   |
| <b>2. Contact person in matters concerning the register</b> | Heidi Hannuksela (e-mail <a href="mailto:heidi.hannuksela@bdo.fi">heidi.hannuksela@bdo.fi</a> )   |
| <b>3. Name of the personal register</b>                     | Job applicant register (Recruitment register)   |
| <b>4. Purpose of the personal data processing</b>           | As the data controller, BDO Group handles the following internal functions concerning BDO Group: <ul style="list-style-type: none"><li>- recruitment</li></ul>  |
| <b>5. Data content of the register</b>                      | Personal data concerning job applicants: <ul style="list-style-type: none"><li>- name, address, telephone numbers, e-mail addresses, age/birth date, personal identity code, professional title and organisation as well as the position in the organisation</li><li>- other information relating to the recruitment, such as: job application, CV and work record</li><li>- possible authorisations, consents and other information collected with the person's consent.</li></ul> |
| <b>6. Regular data sources</b>                              | Information for this register is regularly obtained from the persons themselves with their consent.   |
| <b>7. Regular disclosure of information</b>                 | BDO does not regularly disclose personal data under this register notice to any third parties, except when required by Finnish authorities as set out in law.   |
| <b>8. Data transfer outside the EU or the EEA</b>           | Data is not transferred or assigned outside the EU or the EEA.  |
| <b>9. Principles on how the register is protected</b>       | Only designated BDO Group employees, whose job description includes it, have the right to use and maintain the data under this register. The data system is protected by a firewall and other necessary technical measures, and only designated users have access to it via personal IDs and passwords.   |