

Privacy Notice for the Service

CF- Opiskelijamessut ("Contact Forum," "we") acts as the data controller for the processing of personal data that occurs in connection with the use of the job search service ("Service"). This privacy notice is directed towards job seekers and end-users or contact persons of our employer customers who use the Service.

It is important to us that you feel secure when using the Service and providing us with your personal information. We take all necessary measures to ensure that your personal data remains protected and that the processing of your personal data complies with applicable legislation.

We may update the information in this privacy notice from time to time. This privacy notice was last updated on: [10.11.2023]

1. Who is responsible for the processing of personal data?

The details of the data controller and the contact person for data protection matters are identified below.

Data controller:

CF- Opiskelijamessut Oy (Business ID: 1502158-4)

Hämeentie 157, 5th Floor, 00560 Helsinki

Contact person for data protection matters:

Christoffer Högström

contactforum@contactforum.fi.

2. How is personal data collected?

We primarily collect your personal data directly from you. However, we may also collect personal data through automated methods. The most common situations in which we collect your personal data are listed below.

For job seekers:

- When you register as a job seeker in the Service, we collect the necessary information to create a user account.
- When you fill out your job seeker profile or application form, we collect the information you provide to facilitate easier job applying or to forward your information to employers.
- When you contact us through the Service's chat functionality, fill out contact forms, subscribe to our newsletter, or contact us in any other way.
- When you visit the Service's website or log in to the Service, we automatically collect server log data and other online identifiers related to your activities.

For employer end users or contact persons:

- When you register as an employer or employer end user in the Service, we collect the necessary information to create a user account.
- When you fill out a job posting, if you add your contact information to the posting.

- When you contact us through the Service's chat functionality, fill out contact forms, subscribe to our newsletter, or contact us in any other way.
- When you visit the Service's website or log in to the Service, we automatically collect server log data and other online identifiers related to your activities.

3. For what purposes are personal data used?

Personal data is processed for the following purposes:

(1) Managing and ensuring security of the Service

When you are a job seeker or an employer contact person, we process your personal data to manage and protect the Service. For this purpose, we use your information to identify you as an authorized user of the Service, locate faults and errors, manage changes in the Service, and investigate information security incidents. The lawful basis for processing personal data for this purpose is contract or our legitimate interest in ensuring that the Service functions as intended, in accordance with the terms of service and securely.

(2) Statistics and generation of leads on potential customers

We may use cookies or similar technologies to generate statistics about the use of the Service and to identify potential customers. In this context, we may process limited personal data, such as online identifiers related to your activity in the Service. The purpose of generating statistics is to improve and develop the Service in a way that meets the needs of end-users and customers. The purpose of identifying potential customers is to generate new leads for possible employer organizations interested in the Service. If the processing for this purpose involves personal data, the lawful basis for processing personal data is the consent you provided during cookie consent.

(3) Communication and marketing

We may send essential communication related to the use of the Service, such as information about the availability of the Service or other matters affecting the use of the Service. When you contact us for advice or feedback, we process the information you provide to respond to questions and handle feedback. Additionally, if you subscribe to our newsletter or other marketing communications, we will send you marketing messages about events and new job postings in the Service. The lawful basis for processing personal data related to customer communication, responding to inquiries, and handling feedback is our legitimate interest in improving the Service and effectively communicating issues affecting the use of the Service. For marketing communication, the lawful basis is the consent you provided.

(4) Facilitating easier application experience (*applicable only to job seekers)

As a job seeker, you can create a profile and a ready-made job application form in the Service. In this context, we collect and store the information you add so that you can apply for jobs in the Service based on the information you provide. The lawful basis for processing personal data in this regard is the contract between us regarding the use of the Service or the consent you provided when creating a profile and a job application form.

(5) Sharing job seeker information to employers upon request (*applicable only to job seekers)

In the Service, you can apply for jobs by using the "Quick Apply" functionality, upon which the information you added to your profile and job application form is transferred to the employer. By applying for a job through the Service, we share your information with the employer. As a result, the subsequent processing of your personal data is carried out according to the employer's own data protection practices. The lawful basis for sharing personal data is the consent you provided. Please note that the employer's subsequent processing of the data is based on the lawful basis determined by the employer.

4. What personal data is processed in the Service?

The personal data processed in connection with the use of the Service is identified below.

Applicable to all end-users of the Service:

- Identification data such as name and username.
- Contact details and information you provide during contacts, such as email address, phone number, and content details of the contact.
- Server log data and online identifiers, such as IP address, timestamp, and cookie data.

Additionally, for job seekers, we may process:

- Education and work history data, such as education level, study direction, degree of completion of studies, work history details, and CV.
- Job application-related data, such as information about interesting industries and details you provide in your introduction.
- LinkedIn profile URL.
- Profile picture added to the Service.
- Other information you voluntarily provide.

5. Whom do we share personal data with?

To implement the Service, we may share your personal data with our subcontractors. These subcontractors include:

- Subcontractor providing Service maintenance (Labona).
- Service provider for sending newsletters (Prospektum).
- Subcontractor providing the Service's WordPress web platform (Automattic).
- Provider of the Google Analytics tool used for statistics (Google Ireland).
- Provider of the tool used for lead generation (Dealfront Finland).
- Service provider offering chat functionality (Leadoo Marketing Technologies).

- Customer relationship management system provider (Pipedrive).

Additionally, if you are a job seeker, your personal data will be shared with the employers you choose in the Service. However, we do not share personal data with employers without your consent. Note that employers act as independent data controllers for the processing of your personal data, and we encourage you to familiarize yourself with the data protection practices of the employers.

6. Are personal data transferred to third countries?

As a general rule, we do not transfer your personal data to countries outside the European Economic Area. If any of our subcontractors involved in the provision of the Service process personal data in third countries, we ensure that personal data is only transferred to countries for which the European Commission has issued an adequacy decision regarding the level of data protection. If you would like more information about personal data transfers, please contact us at contactforum@contactforum.fi.

7. How long do we retain personal data?

Regarding the retention period of personal data, we follow the principles set out below.

- We retain the personal data of employer contact persons or end users as long as the contact person is a user of the Service. When we receive information that the contact person is no longer an authorized user of the Service or our agreement with the employer organization ends, we delete the contact person's information.
- As a job seeker, your personal data is retained in the Service until you delete your user account or the information you added to the Service. You can delete your user account and information by using the functionalities available in the Service or by requesting the deletion of your information by contacting us at contactforum@contactforum.fi.

8. Do we use automated decision-making?

We do not use automated decision-making or profiling that could have legal effects or similarly significant effects on you.

9. What rights do we guarantee for Service users?

You have the following rights regarding your personal data:

- Right to access data.
- Right to update information.
- Right to withdraw consent and right to object to the processing of your data.
- Right to delete data.
- Right to restrict data processing.
- Right to data portability.

Additionally, if you believe that your rights have been violated, you can file a complaint with the data protection authority. In Finland, the competent authority is the Office of the Data Protection Ombudsman. You can submit a complaint [here](#).