

## PRIVACY POLICY STATEMENT – FORMER EMPLOYEES

<b>1. Controller</b>	Saga Furs Oy, PO Box 4 FI-01601 Vantaa, Finland +358 9 849 81
<b>2. Data Protection Officer</b>	Contacts, further information and enquiries: <a href="mailto:dataprivacy@sagafurs.com">dataprivacy@sagafurs.com</a>
<b>3. Legal basis for and the purpose of the processing of personal data</b>	The legal bases for the processing of personal data is the employer's legal obligations (General Data Protection Regulation Article 6 (c)).  Personal data is processed to fulfill employer's legal obligations.
<b>4. Categories of processed personal data</b>	The categories of personal data processed in the personnel register are: <ul style="list-style-type: none"> <li>• name</li> <li>• personal identification number</li> <li>• duration of employment</li> <li>• position</li> </ul>
<b>5. Data sources</b>	Personal information is provided by the employee and employer.
<b>6. Disclosures and transfers</b>	The data in the register shall not be disclosed to external parties unless required otherwise by national law.  The data in the register shall be transferred regularly to a cloud service provided by an external service supplier, in which the service supplier stores the data on behalf of Saga Furs Oyj.  The data can be also transferred outside the EU/EEA. In such cases, Saga Furs Oyj shall see to that there is a legal basis for transferring the data, for example, by using the standard agreement clauses approved by the commission defined in article

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Data Protection Regulation (EU) 2016/679 (Articles 13–14)*

	45 of the General Data Protection Regulation in performing the transfer.
<b>7. Storage period</b>	<p>All personal data related to the employment relationship with Saga Furs Oyj shall be stored according to the employment contract law and the accounting law.</p> <p>The personal data related to recruitment shall be erased after the recruitment process has ended.</p>
<b>8. Rights of the data subject</b>	<p>According to the data protection law, Data subjects have the right of access to personal data and the right to obtain a confirmation as to whether personal data concerning them are being processed.</p> <p>Data subjects also have the right to the rectification of inaccurate personal data.</p> <p>Data subjects have the right to request Saga Furs Oyj to erase all the unnecessary personal data concerning the Data subject. The personal data cannot be erased if Saga Furs Oyj is legally obligated to store the data. The personal data will be erased once their lawful storage period ends.</p> <p>Data subjects have the right to prohibit the processing of personal data or request a restriction of processing.</p> <p>If Saga Furs Oyj is unable to fulfill the Data subject's request, Saga Furs Oyj shall inform the Data subject of the statutory reason behind the negative reply not later than within a month of the request. If the Data subject considers that their rights as defined in the data protection law are violated, they have the right to file a complaint to the supervisory authority.</p> <p>Requests related to the Data subjects' rights must be addressed to Saga Furs Oyj by email at <a href="mailto:dataprivacy@sagafurs.com">dataprivacy@sagafurs.com</a></p>
<b>9. Data protection policies</b>	Manual materials are stored in locked premises. Access to these premises is restricted to those Saga Furs Oyj employees whose positions include performing tasks related to employment administration.

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	<p>The data stored in electronic format are protected from unauthorised access by the appropriate technical and contractual means. Only those Saga Furs Oyj employees whose positions include performing tasks related to human resources management have the right to process the data.</p>
<b>10. The right to submit a notice to the supervisory authority</b>	<p>If the data subject has doubts that the processing of personal data does not observe the General Data Protection regulation, they have the right to submit a notification to the supervisory authority in <a href="https://tietosuoja.fi/en/home">https://tietosuoja.fi/en/home</a></p>