

This Recruitment Privacy Statement relates to the collection, use and disclosure of your Personal Data by Oy NIT Naval Interior Team Ltd. (including affiliates and subsidiaries) (“we” “our” or “us”) throughout the recruitment purposes.

Personal Data comprises all the information NIT processes about you, collected directly or indirectly, and including information received through the NIT and other websites as well as from third parties.

## WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?

Personal Data that we may process, as appropriate throughout the recruitment process includes, but is not limited to:

name;

contact details (such as telephone number, e-mail address and postal address); date of birth;

Curriculum Vitae/Résumé;

current and previous employment details (including salary/bonus and employee benefits schemes);

academic background (such as your university or school diplomas/certificates and other educational achievements);

languages spoken and level of proficiency;

job preferences including willingness to travel and/or relocate; results of any pre-employment testing such as psychometric testing; evidence of identity such as national ID/passport/resident card;

immigration status and work permits including employment pass/work authorizations or other relevant documents;

video, photographic images or audio recordings submitted or made as part of the recruitment process.

We may also process Sensitive Personal Data where relevant to the recruitment process, including where necessary to accommodate any disability needs. Sensitive Personal Data processed may include but is not limited to:

criminal record;

health related information including physical/mental health;

We also process Personal Data provided by you in relation to third parties when it relates to your application for employment with the Group such as details of your referees. You should only provide Personal Data in relation to third parties with their knowledge and agreement.

## HOW WE COLLECT YOUR PERSONAL DATA?

We collect Personal Data in the following ways:

### Careers Websites

We collect your Personal Data when you submit a job application and/or create a profile through our Careers or approved third party websites (the “websites”).

### Social Network Sites

We collect Personal Data about you from other sources, including LinkedIn and Facebook (“Social Network Sites”) when you choose to provide us with a link to your profile on any Social Network Site as part of your job application or you elect to sign-in to the websites via those Social Network Sites through the integrated functionality available on the websites. If you sign-in to the websites through Social Network Sites, we will collect your Personal Data from certain fields on these sites by taking a snapshot and merging this with other data captured through the online application form to create a single profile. In addition to the Personal Data set out above, we will collect the following Personal Data from Social Network Sites:

LinkedIn: Personal Data contained in the following fields: name, headline and summary, job title, current employer, employment history, recommendations and contact details made publicly available (such as phone number and email address). Your LinkedIn connections are not collected.

Facebook: Personal Data contained in the following fields: first name, last name, email, employer and job title. Your “likes”, “comments”, “friends lists/details” and “wall posts” are not collected.

We will not collect your photographs or videos from any Social Network Site unless you submit a photograph or video voluntarily as part of your recruitment application.

We may also obtain your contact details from publicly available sources, including content that you have made public on other Social Network Sites or similar sites for professional purposes to make initial contact with you for recruitment purposes. If we contact you in this way you will be

given the opportunity to opt out of receiving any further information about career opportunities with NIT. You can subsequently opt out at any time by contacting [career@nit.fi](mailto:career@nit.fi).

Other sources

Whilst in most cases you will provide your Personal Data, Personal Data may also be collected about you from third parties during the recruitment process such as references from previous employers.

#### PURPOSES FOR WHICH WE PROCESS YOUR PERSONAL DATA?

Your Personal Data will be processed for recruitment purposes, which includes but is not limited to the following:

to process your application including to identify and contact you;

to determine whether you have the professional skills, expertise and experience for the position applied for;

if you are offered a position with NIT, to verify the personal data provided including your identity, address, right to work, employment history and academic background and other background screening purposes

including, where allowed by law, criminal record checks, searches with a credit reference agency and sanctions screening checks;

to assist in the administration of the Group's recruitment programme, recruitment campaign planning, and compliance with related internal policies;

to provide you with information about other job vacancies if you would like NIT to send you such notifications, which may include using data analytics to match your profile against vacant positions.

#### TO WHOM WE MAY DISCLOSE YOUR PERSONAL DATA?

Any authorized employee, agent and adviser in any country may be involved in processing your recruitment application. They may have access your full candidate profile, interview record psychometric test and background screening results.

Your Personal Data may be disclosed to any of the following for any of the purposes outlined above:

professional advisers, third party service providers, agents or independent contractors providing services to NIT;

any person in connection with litigation or other legal proceedings, to obtain legal advice or for establishing, exercising or defending legal rights;

any person to whom disclosure is allowed or required by Law and/or Regulation; any court, tribunal, Regulatory Authority or Governmental Entity;

any criminal records bureau, credit bureau or credit reference agency when conducting background checks;

to third parties to provide references at your request or with your consent; and

third parties to whom we may transfer our rights and/or obligations under any agreement, including but not limited to a potential merger or acquisition of all or part of the Group's business.

## HOW LONG DO WE RETAIN YOUR PERSONAL DATA?

Personal Data is retained as long as necessary for the purpose for which it is collected and to meet legal, regulatory and operational requirements. Job applications are kept for three (3) years from date of reception. At the end of the retention period, non-identifiable data can be kept for management information purposes.

## HOW WE PROTECT YOUR PERSONAL DATA

The security of your Personal Data is important to us and NIT implements technical and organizational measures to safeguard your personal data.

Your Personal Data may therefore be transferred to employees, agents, advisors or third party service suppliers, and other third parties authorized to act on our behalf in countries that may not offer equivalent data protection or privacy laws to that of the country where you are located. We require equivalent security measures from our external service providers and regardless of where personal data is transferred, we take all steps reasonably necessary to ensure that Personal Data is kept securely.

You should be aware that the Internet is not a secure form of communication and sending and receiving information over the Internet carries with it risks including the risk of access and interference by unauthorized third parties. We do not accept responsibility or liability for the confidentiality, security or integrity of your Personal Data in connection with its transmission over the Internet.

## PSYCHOMETRIC ASSESSMENTS

Psychometric assessments may be undertaken to measure some aspects of performance including technical skills, and/or personality traits such as temperament or situational judgement. Specialist third parties are used to decide which assessments are relevant to use, as well as to administer them and assess the results. Some assessments may be used to determine whether you progress to the next stage of the recruitment process. If you do not consent to psychometric assessments where we deem it appropriate as part of the recruitment process, your application will not be able to be progressed.

## BACKGROUND SCREENING

If you are offered a position with NIT, the accuracy of the personal data you have provided can be verified by our third party background screening vendors. A criminal record search and a search with a credit reference agency can also be undertaken where allowed by applicable law. Where there are anomalies or discrepancies you will be contacted by a recruitment specialist and you may be required to supply further personal data to enable further enquiries/verification to be completed.

## MINORS

NIT recruitment activities are generally not aimed at minors. If you are a minor in the relevant jurisdiction, you must obtain the consent of your parent or guardian before contacting the NIT in relation to recruitment.

## UPDATES TO THE RECRUITMENT PRIVACY STATEMENT

The Recruitment Privacy Statement may be updated from time to time and it is your responsibility to visit our websites regularly for the most recent version.

## ACCESSING AND CORRECTING YOUR PERSONAL DATA

Please e-mail [career@nit.fi](mailto:career@nit.fi) to request access to any data we hold regarding You.

This Statement was last updated on 17th April 2023.