Data Privacy Guidelines for all Applicants of KYOCERA Technologies OY

This document explains which of your personal data we process in connection with your application with KYOCERA Technologies OY (hereinafter: KTO).

Controller pursuant to Art. 4 no. 7 GDPR is

KYOCERA Technologies OY
Tekniikantie 12
02150 Espoo, Finland
Tel: +358 50 5444399

For questions regarding the processing of your personal data by us or data protection in general, please contact our data protection officer under the above-stated address or via an E-mail to privacy@kyocera.fi.

I. Your personal data processed by us

Personal data means any information relating to an identified or identifiable natural person. This includes, e.g., your name, your (professional and private) contact details, your address, hobbies, information about illnesses and your tax status (including religious affiliation). We will treat all information provided by you as applicant data; apart from your CV, this includes photographs (if any), information on your health status, other personal information.
We will process the data you provide to us in connection with your application. This will comprise your application documents as well as information provided in the course of application procedures, e.g. phone interviews, personal interviews, meetings at trade fairs. For a comprehensive evaluation of your application we will need your curriculum vitae as well as certificates or corresponding proofs. All further information is optional, including photographs of you.

II. Scope and purposes of the data processing

We will process the data you provided in connection with your application for the purpose of reviewing your application and evaluating your suitability for the advertised vacancy. For the review of your application, we may engage specialised and controlled service providers to handle your application. In

case these service providers are located outside of the European Economic Area, we ensure that appropriate safeguards are in place. Suitable applications will be forwarded by our HR apartment to the respective department for more detailed review. Your applicant data will be deleted 6 months after completion of the application process, i.e. after the vacancy has been filled. The legal basis for this data processing is Art. 6, para. 1, sentence 1, letter b GDPR.

If you are under 18 years of age, we need the consent of your legal guardian for concluding a contract with you. Even an extended storage of your applicant data (e.g. for a later study internship) will require your consent and the approval of your parents.

III. Your rights in connection with application procedures

As an applicant, you have various rights. If you wish to exert such rights, please contact our data protection officer at the above-indicated address. Every data subject has the following rights:

1. right of access (Art. 15 GDPR)
2. right to rectification of inaccurate data (Art. 16 GDPR)
3. right to erasure (Art. 17 GDPR)
4. right to restriction of processing of personal data (Art. 18 GDPR)
5. right to data portability (Art. 20 GDPR)
6. right to lodge a complaint with a data protection authority (Art. 77 GDPR).

Moreover, every data subject has a general right to object (cf. Art. 21, para. 1 GDPR). In such cases, respective reasons must be stated for the objection to the data processing. To the extent the data processing is carried out on the basis of consent, your consent can be revoked at any time with future effect. The revocation of consent shall not affect the lawfulness of the processing carried out on the basis of the consent until revocation. Please note that in case of an objection to data processing, we may no longer be able to consider your application in the current recruitment process or with respect to potentially suitable future vacancies.