

## GENERAL INFORMATION NOTICE

Date of drafting: 01.11.2021

We may update or revise this General Information Notice at any time.

<p>This General Information Notice is provided to describe the processing of personal data in the recruitment processes of FinOrion Pharma India Pvt. Ltd. (<b>controller</b>). The contact information and identity of the controller can be found in the table below.</p>	
<b>1. Recruiting company</b>	<p>FinOrion Pharma India Pvt. Ltd Business-ID: contact.india@orion.fi Adress: 501, 5th Floor, A wing, Everest Chamber, Marol Naka, Andheri Kurla Road, Andheri (East), Mumbai – 400 059.</p>
<b>2. The contact person</b>	<p>Contact person: Palkar, Abhinay, Senior Manager - Human Resources Tel. +91 81049 64640 Email: abhinay.palkar@orion.fi</p>
<b>3. Name of the data file</b>	<p>FinOrion Pharma India Pvt. Ltd's recruitment data file</p>
<b>4. The purpose for processing the personal data</b>	<p>The purpose for processing personal data is to enable the operation of the selection procedure for companys' new employees and trainees (<b>data subjects</b>).</p> <p>Personal data is processed at different phases in the recruitment, e.g. for contacting candidate and processing job applications and talent and ability assessments. Personal data is processed by recruiting manager and HR specialists participating in the recruitment process.</p> <p>The controller may use external services in its operations and in this connection, personal data may be disclosed to the external service provider. Personal data is disclosed in order to obtain outsourced services such as recruitment, video interview and talent assessment services.</p> <p>The processing of personal data is based on the data subject's consent.</p>
<b>5. Content of the data file</b>	<p>The data file may contain information relating to the following groups, when the processing of such data is necessary:</p> <ul style="list-style-type: none"><li>- Person's basic information (name, date of birth, contact information)</li><li>- Information related to job search (e.g. training information, work experience, references, language skills)</li><li>- Job application, CV and other possible information and attachments delivered by the applicant</li><li>- Interview information</li><li>- Video interviews</li><li>- Information relating to talent and ability assessments</li><li>- Information specified in the application process</li></ul> <p>Job applicant can determine what information he or she gives to the recruiting company, however, if he or she refuses to give above mentioned information or will not give a consent to the talent assessment process, this can mean in some circumstances that the recruiting company can not proceed in the recruitment process with the candidate as it can not assess candidate's performance and suitability for the job in an appropriate way.</p>
<b>6. Source of information</b>	<p>The personal data to be processed is delivered mainly by the job applicant in the recruitment process. For the purpose of recruiting necessary information may be obtained from other sources with the consent of the applicant or from service providers e.g. headhunters.</p>
<b>7. Retention period of the personal data</b>	<p>The controller retains personal data for a maximum period of 2 years. The controller will delete the information when there is no longer any defined purpose for the storage.</p>
<b>8. The principles how the data file is secured</b>	<p>The protection of the data file utilizes technical data protection (several security mechanisms) and electronically stored information is accessible only by the authorized persons.</p>
<b>9. Right of access</b>	<p>The data subject shall have the right of access, after having supplied sufficient search criteria, to the data on himself/herself in the recruitment data file, or to a notice that the file contains no such data. The controller shall at the same time provide the data subject with information of the sources of data in the file, on the uses for the data in the file and the destinations of disclosed data.</p>

	<p>The data subject who wishes to have access to the data on himself/herself, as referred to above, shall make a request to this effect to the person in charge at controller by a personally signed or otherwise comparably verified document and by verifying his or her identity by attaching a copy of an official identification document.</p> <p>The data subject has the right to data portability i.e. the right to receive his or her personal data.</p> <p>Requests should shall be made by contacting the representative of the controller named under section 2 hereof.</p>
<b>10. Right to withdraw consent</b>	<p>The data subject has the right to withdraw the consent.</p> <p>The request regarding the withdrawal of the consent must be made to the person in charge of the data file by a personally signed or otherwise comparably verified document which must be presented to the representative of the controller named under section 2 hereof.</p> <p>Withdrawal of consent does not render the processing of personal data performed prior to such withdrawal unlawful.</p>
<b>11. Rectification, restriction of processing and erasure</b>	<p>A controller shall, on its own initiative or at the request of the data subject, without undue delay rectify, erase or supplement personal data contained in its data file if it is erroneous, unnecessary, incomplete or obsolete as regards the purpose of the processing.</p> <p>Requests for the above uses of the data subject's rights shall be made by contacting the representative of the controller named under section 2 hereof.</p>