



FRONTLINE RESPONSES FINLAND PRIVACY POLICY

Frontline Responses Finland is part of the Frontline Responses Group which includes Frontline Responses Finland and Frontline Responses Finland Risk Management. This privacy policy will explain how our organization uses the personal data we collect.

This document was created 29th of October 2019 and will be revised in the beginning of each calendar year.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- What are your data protection rights?
- Changes to our privacy policy
- How to contact us

What data do we collect?

Frontline Responses Finland collects the following data:

1. Register of Employees, Subcontractors and Consultants
2. Employee Payroll data
3. Register of Possible Recruits
4. Customer Register
5. Customer feedback provided by Webropol

Every register has its own record of processing activities.

How do we collect your data?

Most of the data FRF collects is provided directly by the data subject. We collect data and process data when:

- During a recruiting process
- Signing a contract with an Employee, a Subcontractor or Consultant
- Collecting feedback from customers



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Frontline Responses Finland may also receive your data indirectly from the following sources:

- Tax authorities

How will we use your data?

Frontline Responses Finland collects your data so that we can:

- Ensure a fair recruiting process
- Fulfill the legal obligations of the contract between the parties
- Pay Employee Salaries
- Ensure your safety during work related travel
- Improve our security services

How do we store your data?

Frontline Responses Finland securely stores your data at access-controlled SharePoint sites and in the Payroll System (Procountor). Customer feedback collected via Webropol forms we are storing the data to the secured server which is secured with commonly accepted and reasonable technical measures, such as firewalls and passwords. Only assigned FRF Head Office personnel have access to customer personal data, if necessary.

The retention schedule of all our registers can be found in the record of processing activities. Frontline Responses Finland will keep your data even after the contract period has ended. We will delete your data by manually removing it from all SharePoint Sites, the Payroll System and Webropol server as per the timetable presented for each register in the document about the record of processing activities.

What are your data protection rights?

Frontline Responses Finland would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

1. The right to access – You have the right to request Frontline Responses Finland for copies of your personal data. We may charge you a small fee for this service.
2. The right to rectification – You have the right to request that Frontline Responses Finland correct any information you believe is inaccurate. You also have the right to request Frontline Responses Finland to complete the information you believe is incomplete.
3. The right to erasure – You have the right to request that Frontline Responses Finland erase your personal data, under certain conditions.
4. The right to restrict processing – You have the right to request that Frontline Responses Finland restrict the processing of your personal data, under certain conditions.
5. The right to object to processing – You have the right to object to Frontline Responses Finland's processing of your personal data, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: info@frf.fi

[Changes to our privacy policy](#)

Frontline Responses Finland keeps its privacy policy under regular review. This privacy policy was last updated on 21st of November 2020.

[How to contact us](#)

If you have any questions about Frontline Responses Finland's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us at: info@frf.fi