

Privacy Statement

This Metsä Group recruitment privacy statement ("Privacy Statement") describes our personal data handling practices including a description of the gathered personal data and how the personal data is processed. This Privacy Statement may be changed without prior notice to the extent possible under the applicable legislation.

- 1. Data Controller**

The local legal entity acting as the employer and Metsäliitto Cooperative (the ultimate parent company of Metsä Group) registered address of the head office at Revontulenpuisto 2, 02100 Espoo, Finland.
- 2. Contact Person**

Please contact by e-mail:
workday@metsagroup.com
- 3. Name of the Register**

Metsä Group recruitment ("Register")
- 4. The purpose and legal ground of processing personal data**

The register is used by Metsäliitto Cooperative and its subsidiaries Metsä Board Corporation, Metsä Fibre Oy, Metsä Tissue Corporation, and their subsidiaries (hereinafter collectively and separately the "Metsä Group"). The Register contains personal data which is provided and created during the recruitment and selection procedure.

Metsä Group uses the personal data collected in connection with the recruitment process to communicate with the applicant, to manage Metsä Group's recruiting and hiring processes, and for compliance with legal and regulatory requirements. In case the applicant is hired, the data is used for lifecycle management of employment.

Our legal ground for collecting and processing personal data is 1) legitimate interest based on the recruiting process relationship initiated between Metsä Group and applicant 2) consent provided by job applicant. Additionally in some countries consent is required for specific purposes such as recruitment related drug testing or security clearances.

Metsä Group does not disclose personal data to unauthorized third parties. Metsä Group may share the personal information with third parties that Metsä Group has engaged to provide services. These companies are contractually bound to use any personal data disclosed to them only to perform the contracted services. Further, Metsä Group may disclose personal data to authorities or other third parties, if required by applicable legislation.
- 5. Processed Personal Data**

The register consists of a database which includes the following information entered or provided by each job applicant

 - Name
 - Contact details: Street address, postal code, city, country, phone number, E-mail address
 - Date of Birth (not mandatory in the UK, USA)

- Nationality
- Education and work experience
- Special qualifications
- Language skills
- IT skills
- Driving license, availability of a car
- Working hours and availability (e.g. form of employment, starting and ending options)
- Job Applicant's Job interests
- Job Applicant's working history
- Salary expectation
- Attached files (e.g. CV, application letter, certificates)
- Referees
- Actions performed for the Job Applicant
- Recruitment process status

Depending on the recruitment the application form might also include an open text box in which the applicant is asked to briefly tell about him/herself and issues relevant to position. Also the form can include additional, recruitment specific questions (max 5 recruitment specific questions).

The application fields not marked with an asterisk are optional and requested for equal opportunity monitoring purposes.

6. Regular sources of information and cookies

Personal data is provided by the registered person himself/herself upon the recruitment process. Personal data might also be collected in connection with possible applicant assessments, referees, authorized third parties and medical examination.

Metsä Group Internet pages use cookies to make Applicants browsing experience better and more personal. A cookie is a small text file saved on the user's device by a web browser. More information on cookies is available at

<https://www.metsagroup.com/en/Pages/cookies.aspx>

By using the Metsä Group's Internet pages and recruiting tool, the person approves the use of cookies. If the person wants to disable cookies, he/she should refer to his/her browser help menu to learn how to disable cookies. If the person denies accepting cookies, he/she may not be able to access or use the service.

7. Regular destinations of disclosed data and whether the data is transferred to countries outside the EU/ EEA

Metsä Group may process personal data in such jurisdictions Metsä Group has presence. In some cases Metsä Group uses external service providers to collect, use, analyze and otherwise process information on its behalf. These service providers are bound to use personal information shared with them only to perform their services Metsä Group has hired them to provide. Metsä Group may also share your personal information to the extent necessary to meet any applicable law, regulation, legal process or enforceable governmental request.

The personal data can be processed within EU/EEA and outside EU/EEA. Metsä Group will only transfer your personal information outside the EU/EEA in accordance with one of the legal grounds described below:

- the recipient country is regarded by the European Commission to provide adequate protection for your personal information;
- we have put in place appropriate safeguards for the transfer by using the model clauses for the transfer of personal information to third countries issued by the European Commission; or
- you have given your consent to the transfer, or there is another legal basis for the transfer under the applicable data protection legislation.

8. Data Security

Personal data is handled with care and in confidence. The register is only used by personnel whose job requires processing of the personal data.

Users login to the register by either giving their personal user ID and password, or by utilizing single-sign on technology. User rights require separate approval from nominated Metsä Group personnel.

All personal data is protected by regularly reviewed appropriate technical and organizational data security measures against accidental and/or unlawful access, alteration, destruction or other processing including unauthorized disclosure and transfer. Such measures include proper firewall arrangements, appropriate encryption of telecommunication and messages, secure server rooms and up-to-date ICT system access management practices.

9. Your rights

You have the right to:

- access, update, remove and correct your personal data;
- cancel your consent, where the processing of personal data is based on your consent;
- object to the use of your personal data on grounds relating to your particular situation when our legal ground for processing your personal data is our legitimate interest;
- demand Metsä Group to restrict the processing of your personal data; and
- receive your personal data in machine-readable format and transfer such information to another data controller, where you have provided the personal data to Metsä Group and where the processing of such information is based on your consent

You can exercise any of your rights above by contacting Metsä Group via our privacy website <https://www.metsagroup.com/en/Pages/privacy>

[vacy-policy.aspx](#). Alternatively you may contact us by post at the address set out in this section 9. Metsä Group may request you to specify your request in writing and will always authenticate your identity before handling your request.

If you are unhappy with the way we process your personal data, you have a right to make a complaint to the competent supervisory authority, who is responsible for monitoring compliance with the applicable data protection legislation.

Requests shall be submitted in writing to:

Metsä Group, HR / Recruitment
P.O. Box 10, 02020 Metsä, Finland

When submitting a request, a valid form of identification must be presented.

10. Updating your data

Personal data included in the register can be updated by login to recruitment tool with automatically received user-id and password.

11. Data retention policy

Personal data is retained based on the job applicant's consent for 18 months from the recruitment decision. If the applicant has not given his/her consent, the personal data will be kept only as long as necessary and justifiable or as required by applicable legislation. However, the personal data may be retained for an extended period if required by applicable law, for the exercise of claims or due to litigations or internal investigations.