

Date
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Public

PRIVACY STATEMENT: CONTACT PERSON REGISTER IN THE DOCUMENT MANAGEMENT SYSTEM

1 CONTROLLER

KLINGER Finland Oy, Tinankuja 3, 02430 Masala.

Telephone number +358 10 400 1011

E-mail info@klinger.fi

Business ID 0195519-1

2 CONTACT PERSON RESPONSIBLE FOR THE REGISTER

Tea Hurme

tietosuojavastaava@klinger.fi

Telephone number +358 10 400 1222

3 NAME OF REGISTER

Contact Person Register in the Document Management System

4 LEGAL BASIS AND PURPOSE OF PROCESSING PERSONAL DATA

The contact person register in the Document Management System contains the details of the contact persons of customers, suppliers and other stakeholders.

The legitimate interest of the controller constitutes the legal basis for processing the personal data, in line with the EU General Data Protection Regulation. KLINGER Finland OY has a customer, supplier or other stakeholder relationship with the employer of the registered person and the registered person has been appointed as a contact.

Processing of personal data is performed for the purpose of liaison with customers, suppliers or other stakeholders.

The data are not used for automated decision-making or profiling.

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5 DATA CONTENT OF THE REGISTER

The data recorded in the register:

- » name of the person
- » company/organisation
- » contact details (telephone number, e-mail address, address)
- » information about ordered services and changes therein, invoicing details, other details related to the customer, supplier or stakeholder relationship and ordered services

The data of the contact persons are stored in the register for six years from the end of the calendar year, when the last customer event (such as sales, purchase, tendering, meeting with the customer and supplier) has occurred. Deletion is performed manually once a year and is organised by the Data Protection Officer.

6 NORMAL SOURCES OF INFORMATION

The information recorded in the register is received from the customer, such as from the basic data form for customers and suppliers, by e-mail, telephone, from contracts, customer and supplier meetings and other occasions, where the customer, supplier or other stakeholder submits their data.

7 NORMAL PROVISION OF DATA AND DATA TRANSFER OUTSIDE THE EU OR EEA

Normally the data is not provided to other parties. The data are also not transferred by the controller outside the EU or EEA.

8 REGISTER PROTECTION PRINCIPLES

The register is managed with due care and the data processed with data systems are protected by appropriate measures. When the registry data are stored on Internet servers, the physical and digital data security of such equipment is managed by appropriate measures. The controller makes sure that the recorded data and the user rights for servers as well as other data critical for the protection of personal data are treated confidentially and only by employees, whose job description includes such task.

9 THE RIGHT OF ACCESS AND THE RIGHT TO REQUEST RECTIFICATION OF DATA

Each person in the register has the right to access the data recorded in the register about them and to request rectification of possible inaccurate data or updating incomplete data. Should a person wish to view the data recorded about them or request rectification thereof, such request should be sent to the controller in writing (tietosuojavastaava@klinger.fi). The controller may request the applicant to provide proof of identity, if necessary. The controller responds to the customer within the time limit laid down in the EU Data Protection Regulation (as a rule, within a month).

10 OTHER RIGHTS RELATED TO THE PROCESSING OF PERSONAL DATA

A person in the register has the right to request erasure of their personal data (the "right to be forgotten"). The persons in the register have also other rights provided in the EU General Data Protection Regulation, such as restricting the processing of personal data in certain situations. The requests should be sent to the controller in writing (tietosuojavastaava@klinger.fi). The controller responds to the customer within the time limit laid down in the EU Data Protection Regulation (as a rule, within a month).