

Date
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Public

PRIVACY STATEMENT: WORK TIME RECORDING AND ACCESS CONTROL REGISTER

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

tietosuojaavastaava@klinger.fi

Telephone number +358 10 400 1222

3 NAME OF REGISTER

Work time recording and access control register

4 LEGAL BASIS AND PURPOSE OF PROCESSING PERSONAL DATA

We are using a work time recording and access control register of employees. The register also includes other specified persons, who have been granted the right to access the property (such as the ISS cleaning crew and real estate maintenance persons).

The legal basis for processing personal data in line with the EU General Data Protection Regulation is a contract, i.e. an employment relationship based on an employment contract, whereby KLINGER Finland as the controller processes the personal data of the registered person for the purposes of execution of the employment contract. The purpose of processing the personal data is to fulfil obligations as an employer.

The personal data of the employees of external service providers are stored in the register on the basis of a service contract with KLINGER Finland Oy (such as cleaning services and real estate maintenance services).

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 are:

- » person's name
- » entry records
- » sign-out records
- » lunch break records
- » business travel and sign-in records
- » unlocking electric doors
- » flexible work-time balance

The work time of sales and maintenance personnel is not recorded due to the nature of their work.

In case of persons not belonging in the personnel of the company, only the unlocking of electric doors is recorded in the register.

The data are store for six years after the end of the calendar year, when the financial year ends. Deletion is not automated. Deletion is performed once a year and is organised by the Data Protection Officer.

6 NORMAL SOURCES OF INFORMATION

The data recorded in the register are obtained from presented clock/access card.

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

Normally, the data from the register are not provided to anyone or for any purpose other than those required by law.

The data are also not transferred outside the EU or EEA by the controller.

8 REGISTER PROTECTION PRINCIPLES

The register is managed with due care and the data processed with data systems are protected 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. The HR and financial coordinator and the chief of warehousing operations have the user rights and administrative access.

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).

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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).