

PRIVACY STATEMENT

Personal Data Act (523/1999), sections 10 and 24

Read the instructions before filling in the data file description. If necessary, add an appendix.

Date of preparation
16 May 2018

1a Data controller	Name Voimatel Oy (business identity code 1703917-1)
	Address Kapteeninväylä 5, 70900 TOIVALA, FINLAND
	Other contact details (e.g. telephone number during office hours, email address) Switchboard +358 (0)290 222 111
2 Contact person in matters related to the data file	Name Tiina Rissanen
	Address Kapteeninväylä 5, 70900 TOIVALA, FINLAND
	Other contact details (e.g. telephone number during office hours, email address) tiina.rissanen@voimatel.fi
3 Name of the data file	Customer register
4 Purpose of the processing of personal data	The data file is used to store key customer and personal information (contact persons) essential for the management of Voimatel Oy's customer relationships during their lifecycle.
	The information in the data file can be used to manage, process, develop, and analyse the relationship between the customer and Voimatel Oy as well as its affiliated companies.
	The customer information is used, for instance, for the needs of the ERP system and bid calculation as well as for maintaining and developing customer relationships.
5 Content of the data file	The data file contains the customer's basic data and information about the customer's contact persons.
	A customer's basic data include: <ul style="list-style-type: none">- Name of the customer- Business identity code- Customer number- Address information A customer's contact person data include: <ul style="list-style-type: none">- First and last name- Role in the customer organisation- Job title- Contact address- Mobile number- Email address- Voimatel's internal comment
6 Regular sources of data	Customer information is collected in writing and orally directly from the customer and from public sources.

7 Regular disclosures of personal data	<p>The information provided is used within the company. The company will not disclose personal data to third parties without a justified business reason and a special agreement.</p> <p>The company may disclose certain customer data to any agents or subcontractors providing the company with services that necessitate the processing of customer data. In addition, the company may disclose information to other companies in connection with its business transactions or transfer of business.</p> <p>Information may be disclosed to the authorities based on statutory requirements.</p> <p>Otherwise, the company will not disclose stored information to third parties without a special agreement.</p>
8 Transfer of data outside the EU or EEA	<p>No customer or personal data will be transferred outside the European Union or the European Economic Area.</p>
9 Data file protection policy	<p>A Manually processed data</p> <p>Any printed customer data is handled by authorised users of the database according to adopted privacy policy. Any printouts are stored and destroyed in a proper manner. The material may not be disclosed outside the Voimatel Group.</p> <p>B Data processed automatically</p> <p>The service provider's database and files are protected by standard technical means used in electronic business. Files are physically stored on the secure servers of Voimatel Oy's service provider to which Voimatel Oy's staff do not have physical access.</p> <p>Access to the information in the data file is restricted to the authorised users of the Voimatel service, including those who are entitled to view the stored data based on their position or duties. To view the information of data subjects, you must provide an individual user name and password. All the information in the data file is subject to secrecy.</p>
10 Right of inspection	<p>Customers and their contact persons have the right to inspect the customer information in the data file. A request must be submitted in writing and addressed to the party in point 2.</p>
11 Right to request the correction of information	<p>Customers and their contact persons have the right to request the correction of incorrect information in the data file. A request must be submitted in writing and addressed to the party in point 2.</p>
12 Other rights related to the processing of personal data	<p>Whenever processing customer and personal data, we comply with the Personal Data Act and the requirements of the General Data Protection Regulation.</p>