

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	<p>Name Voimatel Oy (business identity code 1703917-1)</p> <p>Address Kapteeninväylä 5, 70900 TOIVALA, FINLAND</p> <p>Other contact details (e.g. telephone number during office hours, email address) Switchboard: +358 (0)290 222 111</p>
2 Contact person in matters related to the data file	<p>Name Tiina Rissanen</p> <p>Address Kapteeninväylä 5, 70900 TOIVALA, FINLAND</p> <p>Other contact details (e.g. telephone number during office hours, email address) tiina.rissanen@voimatel.fi</p>
3 Name of the data file	Supplier data file
4 Purpose of the processing of personal data	<p>The data file is used to store supplier and personal information essential for the management of Voimatel Oy's supplier relationships during their lifecycle.</p> <p>The information in the data file can be used to manage, process, develop and analyse the relationship between the supplier and Voimatel Oy as well as its affiliated companies.</p> <p>The supplier information is used, for instance, for the needs of the ERP system and bid calculation as well as for maintaining and developing supplier relationships.</p> <p>The personal information of supplier employees is used for construction reports required by the tax authorities.</p>
5 Content of the data file	<p>The data file contains the supplier's basic data and information about the supplier's contact persons and employees. The data file is used to store information on supplier employees for persons who work or may work at Voimatel's work sites.</p> <p>A supplier's basic data include:</p> <ul style="list-style-type: none">- Name of the supplier- Business identity code- Supplier number- Address information- Transaction data <p>A supplier's contact person and employee data include:</p> <ul style="list-style-type: none">- First and last name- Role in the supplier organisation- Job title- Tax number- Date of birth- Contact address- Mobile number- Email address- Voimatel's internal comment
6 Regular sources of data	Supplier information is collected in writing and orally directly from the supplier 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 supplier data to any agents or subcontractors providing the company with services necessitating the processing of supplier data. In addition, the company may disclose information to other companies in connection with its business transactions or transfer of business.</p> <p>Submitted information may be handed over to 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 supplier 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 supplier 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>Suppliers and their contact persons and employees 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>Suppliers and their contact persons and employees 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>We respect the Personal Data Act and the claims made by the Data Protection Regulation for all processing of journalists and personal data.</p>