

27.2.2020

1. Controller

Cinia Ltd (business ID: 1465341-6)
Ilmalantori 1
FI-00240 Helsinki, Finland

2. Contacts

Contact person: Iiris Aschan
Cinia Ltd
Ilmalantori 1
FI-00240 Helsinki, Finland
tietosuoja@cinia.fi

3. Name of register

Supplier and operations management register of Cinia Oy and its Group companies (hereinafter referred to as "Cinia").

4. Purpose and basis of processing personal data

The data file is used to maintain the information of Cinia's suppliers and cooperation partners as well as the end users of the on-call and troubleshooting services provided by Cinia. The purpose of processing the information in the data file is to provide deliveries and services and communicate on them, plan and develop business operations, manage contacts, use of services and reporting, and perform other measures related to contracts or deliveries.

The processing of personal data is based on the performance of a contract to which the data subject is party or in order to take steps prior to entering into a contract. In addition, the processing of personal data is based on the legitimate interest of the controller to manage their customer relationships and other relations as well as to perform direct marketing concerning its products and services targeted at the contact persons of the current and potential company customers.

5. Data content of the data file

The following information related to the supplier or other cooperation partner is processed in the data file:

- Basic information of the data subject, such as the contact information of representative(s) (name, e-mail, telephone number)
- Name of Cinia's representative(s), possibly e-mail and telephone number
- Job title and/or area of responsibility
- Information related to contracts or deliveries (such as information related to contract, order and valid and terminated services, service information, correspondence and other contacts, change information, anomaly information)
- Other potential information collected upon the data subject's consent

27.2.2020

6. Regular sources of data

Information is obtained from the contract concluded by the customer or from the supplier or cooperation partner during the contractual relationship or delivery over the phone, from the internet, via e-mail or in a similar manner and through the use of the services.

7. Disclosure of data

As a rule, the data is not disclosed to outsiders. Data may be disclosed to cooperation partners of Cinia in connection with separate assignments, for example for satisfaction surveys, event organizers or marketing purposes.

8. Transfer of data outside the EU or the EEA

The data will not be transferred outside the EU or the EEA.

9. Storage period of personal data

The controller will store the data for only as long as is needed in terms of each purpose of use and in accordance with legislation valid at each time. In addition, the controller may need to store the data for longer for the discharge of obligations laid down by law or by contract or legal claims.

10. Principles of protecting the data file

The contracts and other manually processed documentation are stored in locked and fireproof facilities that can only be accessed by authorized individuals. Physical access to the data is also prevented by means of access control and other security measures.

Data in an electronic format is stored in information systems using both technical and programmatic means of ensuring information security and monitoring the use of the data. Access rights to the data in the data file are restricted to specific individuals in the scope required by their duties.

11. Rights of the data subject

The data subject has the right to access their personal data stored in the data file and the right to demand its rectification and erasure. Such requests must be delivered to the contact person stated in section 2 either personally or in writing.

In accordance with the General Data Protection Regulation of the EU, the data subject has the right to object to processing, request restriction of processing concerning the data subject and lodge a complaint with the Data Protection Supervisor.