



GDPR Data Protection
DATA PROCESSING PRIVACY NOTICE

Controller of the data file

Saalasti Oy
Business ID 0297535-4
Juvan teollisuuskatu 28, 02920 Espoo, Finland
Tel. +358 9 2511 5510, office@saalasti.fi

Basis for data storage

Legitimate interest of the controller.

Purpose of processing

We only collect and process the personal data necessary for conducting our business.

Description of data subject groups and personal data categories

Data on customer, supplier and partner organisations' contact persons: data provided personally by the data subject, and possible additional information collected with the data subject's consent.

Data on personnel: contact details and data provided personally by the data subject or collected with the data subject's consent.

The data are only used to fulfil the needs of business operations and employment contracts. Data are disclosed to data files maintained by external service providers (third parties) only as necessary for conducting our business. The data are not used or disclosed for direct marketing.

Categories of recipients to whom data have been or may be disclosed: travel expense management (travel agency), vocational education, customers' permit and certificate records, occupational health, banking and insurance providers, telephone operator, IT support, goods suppliers, other service providers that support our business, and Saalasti's foreign subsidiaries.

Data file security

Access to the data file is only possible with a user ID provided by the data file's administrator. The administrator also sets the users' access levels. The application can only be started up with a personal password. Access to and use of the data file are monitored. Data are collected into shared databases for the service, which are protected by firewalls, passwords and other technical means. The databases are located in locked, guarded facilities, and the data may only be accessed by specific, predetermined persons. Access to Saalasti's premises is only possible with proper access monitoring key cards provided to personnel.

Right to check personal data

In accordance with Section 26 of the Finnish Personal Data Act, data subjects have the right to check the personal data related to themselves in the data file. Checking requests must be signed and **sent** in writing to the controller of the data to the address office@saalasti.fi or Juvan teollisuuskatu 28, 02920 Espoo, Finland. Data subjects have the right to demand that erroneous data be corrected in the system, or that their data be removed from the system.