

25 April 2018

1. Data controller

Suomen Lainalaatikko Oy
PO box 4 (Fonseenintie 1)
00371 HELSINKI
Tel. +358 9 5 123 123
Business ID 0202186-8

2. Contact person for register matters

Eero Paakkinen
PO box 4
00371 HELSINKI
myynti@lainalaatikko.fi

3. Register name

The customer register of Suomen Lainalaatikko Oy.

4. Purpose of personal data processing

The information in the register is used for the following purposes:

- To verify the credit rating of leasing and invoicing customers in conjunction with lease services and other services invoiced afterwards.
- To manage customer relationships (identification, communication and order processing).
- To realise a service and/or lease purchased by the customer.
- For invoicing.
- For debt collection.

5. Data collected in the register

The following information is collected in the register:

- Data subject's name.
- Personal identity code/business ID.
- Contact information (delivery and invoicing address, email address and telephone number).
- Products and services purchased by the customer.

6. Regular data sources

The information listed by the customer on the online purchase form or given to our customer service (when ordering by phone or email, or when doing business at our service point) will be recorded in the register. Some information may be received from a third party if Suomen Lainalaatikko Oy is the supplier in a service provided by said third party to the customer.

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7. Regular data disclosure

The personal data stored in the customer register is not disclosed for marketing purposes and is not normally disclosed to third parties. The information may be disclosed in the following situations:

- To realise a service ordered by the customer.
- To collect a debt with the help of a collection agency.
- To comply with legal requirements.

In each situation, only the necessary customer data will be disclosed.

8. Data transfers outside the EU or the EEA

There are no regular transfers of personal data outside the European Union or the European Economic Area.

9. Register protection principles

Personal data is recorded in electronic databases and manually maintained materials. The electronic databases are protected with firewalls, passwords and other technical measures commonly accepted in the information security industry. The manually maintained materials are kept in locked spaces where only authorised access is permitted.

10. Right of access and the right to rectification

In accordance with the Finnish Personal Data Act and the General Data Protection Regulation of the EU entering into force on 25 May 2018, data subjects have the right to review their data and request its correction. Access requests must be made personally in writing and mailed as a signed copy to Suomen Lainalaatikko Oy, PO box 4, 00371 HELSINKI.

11. Right to erasure

Data subjects have the right to be forgotten by the data controller through the erasure of the data subject's personal data if the data is no longer necessary for the purpose it was collected for or, for example, required to be kept by the Finnish Accounting Act. The data may not be erased if its processing is necessary to prepare, present or defend a legal claim. The erasure request must be made personally in writing and mailed as a signed copy to Suomen Lainalaatikko Oy, PO box 4, 00371 HELSINKI.

12. Right to object

Data subjects have the right to object to the processing of their personal data in certain cases. For example, these include direct marketing and, to an extent, any processing done for the purposes of scientific, historical or statistical study. Exceptions to this right may be made in national legislation.

13. Right to data portability

Data subjects have the right to transfer their personal data directly from one data controller to another if this is technically possible. Data subjects are only entitled to the transfer in cases where the processing of the data is based on an agreement or the permission of the data subject and the processing is done automatically.