

<b>1 Registrar</b>	Name	JBE Service Oy
	Street Address	Vaneritie 5, 91100 Ii
<b>2 Person responsible for register issues / contact person</b>	Name	Jonna Olkonieni
	Phone number, e-mail address	+358 40 7471538, jonna.olkoniemi@jbeservice.fi
<b>3 Register name</b>	JBE Service's customer register (Sales invoicing)	
<b>4 Purpose of processing personal information</b>	The purpose of this register is to help managing customer relations regarding the purchase orders and sales invoicing. In addition the data is used to the production and development of services.	
<b>5 Information content of the register</b>	<p>The following personal data of contact persons for business customers are entered in the register:</p> <ul style="list-style-type: none"> <li>• First and last name</li> <li>• Other contact details if required: telephone number, e-mail address</li> <li>• Other details as information of the operations which have been agreed upon</li> <li>• Company information (Company name, VAT-number, Business ID, invoicing address)</li> </ul>	
<b>6 Regular sources of information</b>	Information in the register is provided by the registered persons themselves. In addition the information can be provided by Company's homepage or authorities and businesses providing information about the person.	
<b>7 Regular hand-over of information</b>	Personal information will not be handed mainly to third parties. JBE Service has made the contracts of the lawful processing of personal data with their service providers.	
<b>8 Transfer of information outside the EU or the European Economic Area</b>	At our disposal we have Microsoft Office 365- cloud services, therefore personal information can be handed over outside the EU or the European Economic Area. Microsoft Office 365 using European Union Commission's model contracts for the data to be transferred internationally.	

<p><b>9</b> <b>Rights of the registered persons</b></p>	<p>The persons included in the register have the following rights. In order to do this, they must send a written, personally signed request to the registrar (Jonna Olkonieni).</p> <p><b>Inspection of the register information</b> The persons included in the register are entitled to check their information in the register. The registrar shall allow these persons to view their information in the register without undue delay and shall provide the information in writing if so requested.</p> <p><b>Right of rectification</b> Data subjects are entitled to require a controller to rectify any errors or inadequacies in their personal data.</p> <p><b>Right to object to processing for the purposes of direct marketing</b> Data subjects have the right to object to the processing of their personal data for the purposes of direct marketing.</p> <p><b>Right to erasure (the "right to be forgotten")</b> Data subjects are entitled to require a controller to delete their personal data if the continued processing of those data is not justified. It should be noted that the controller may have statutory or other rights not to remove the requested information.</p> <p><b>Right to revoke the consent</b> If personal data processing is based on only the consent Data subjects have the right to revoke it.</p> <p><b>Right to object</b> Data subjects have the right to object to the personal data processing. The registrar has the right to demand that we limit the processing of the controversial data until the matter is resolved.</p> <p><b>Right to complaints</b> Data subjects whose personal data are processed in a way that does not comply with the GDPR have a specific right to lodge a complaint with supervisory authorities. Contacts of Data protection Supervisor: <a href="http://www.tietosuoja.fi/fi/index/yhteystiedot.html">www.tietosuoja.fi/fi/index/yhteystiedot.html</a></p>
<p><b>10 Protection principles for the register</b></p>	<p>Manual material</p> <p>There is no manually processed material in the register.</p> <hr/> <p>Electronically processed information</p> <p>JBE Service will handle customer information as confidential. A username and password are required for logging in to the system. Only employees involved in processing the personal information have access to the register. Please note that part of the general Customers contact persons details is available to all JBE employees. (Contact person name, position, e-mail address and business phone number)</p>
<p><b>11</b> <b>Automatic decision making and profiling</b></p>	<p>Personal information will not be used to automatic decision making or profiling.</p>

<p><b>12</b> <b>Length of processing</b></p>	<p>Personal data will be removed from the customer register as soon as processing is no longer required either for the purposes of the register or for the fulfillment of the law, regulation or other authority requirement. The data controller actively cooperates with the contact details of business contacts. During a business relationship, the registrar maintains personal information and eliminates unnecessary data at regular intervals. At the end of the co-operation, personal data will be left to the controller's passive storage, in which the information will be stored for 3 years after the end of the co-operation. If new co-operation no longer occurs, data will be kept up to 3 years after the last contact with the contact person.</p>
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