

1 Registrar	Name JBE Service Oy
	Street Address Vaneritie 5, 91100 Ii
2 Person responsible for register issues / contact person	Name Jonna Olkonieni
	Phone number, e-mail address +358 40 7471538, jonna.olkonieni@jbeservice.fi
3 Register name	JBE Service website's Contact Request form
4 Purpose of processing personal information	The purpose of this register is to help making contact as well as regarding to open job application as the other issues. Information is handled based on contacts and in case of open job applications based on contacts, if a need for an employee comes to light.
5 Information content of the register	Required fields: Name and e-mail address Optional fields: Topic and free-form message
6 Regular sources of information	All information in the register is provided by the registered persons themselves.
7 Regular hand-over of information	Personal information will not be handed for third parties.
8 Transfer of information outside the EU or the European Economic Area	We use the Microsoft Office 365- cloud services so 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.
9 Rights of the registered persons	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. Inspection of the register information 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>Right of rectification Data subjects are entitled to require a controller to rectify any errors in their personal data.</p> <p>Right to object to processing for the purposes of direct marketing Data subjects have the right to object to the processing of their personal data for the purposes of direct marketing.</p> <p>Right to erasure (the "right to be forgotten") Data subjects are entitled to require a controller to delete their personal data if the continued processing of those data is not justified.</p> <p>Right to revoke the consent If personal data processing is based on only the consent Data subjects have the right to revoke it.</p> <p>Right to object Data subjects have the right to object to the personal data processing.</p> <p>Right to complaints 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: www.tietosuoja.fi/fi/index/yhteystiedot.html</p>
<p>10 Protection principles for the register</p>	<p>Manual material</p> <p>There is no manually processed material in the register.</p> <hr/> <p>Electronically processed information</p> <p>Information will be saved to JBE Service's Microsoft Office 365- e-mail system. 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. The employees are under an obligation of secrecy as regards the information in the register.</p>
<p>11 Automatic decision making and profiling</p>	<p>Personal information will not be used to automatic decision making or profiling.</p>
<p>12 Length of processing</p>	<p>Personal information is processed mainly as long until the contact request has been replied. We will retain the open job applications for 2 years.</p>