

REGISTER INFORMATION

JBE Service's register information in accordance with EU's general data protection regulation

1 REGISTRAR

JBE Service Oy
2489005-2
Vaneritie 5, 91100 Ii

2 PERSON RESPONSIBLE FOR REGISTER ISSUES/CONTACT PERSON

Jonna Olkonieni
+358 40 7471538
jonna.olkoniemi@jbeservice.fi

3 REGISTER NAME

JBE Service Oy's customer register

4 PURPOSE OF PROCESSING PERSONAL INFORMATION

- customer relationship management and maintain
- service production and development
- business development
- sales and marketing
- order processing and payment control

5 INFORMATION CONTENT OF THE REGISTER

Company's contact person details:

- Name
- Phone number
- E-mail address

In addition to this:

- Company name, business ID, company address and invoicing information

6 REGULAR SOURCES OF INFORMATION

All information in the register is provided mainly by the registered persons themselves: by email, by phone, from agreements, in contract negotiations or customer meetings, from customer's website or in other situation where customer provide his information.

7 REGULAR HAND-OVER OF INFORMATION

Personal information will not be handed mainly for third parties. JBE Service uses some service providers (for example sales invoicing system) but proper processing of personal data has been agreed by agreements.

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. Otherwise we do not transfer your information outside the EU or the European economic area.

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.

Right of rectification

Data subjects are entitled to require a controller to rectify any errors in their personal data.

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.

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.

Right to revoke the consent

If personal data processing is based on only the consent Data subjects have the right to revoke it.

Right to object

Data subjects have the right to object to the personal data processing.

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

10 PROTECTION PRINCIPLES FOR THE REGISTER

Manual materials

There is no manually processed material in the register. But some of documents may be in manual format (Agreements or invoicing details). All of manual materials are kept in locked locker. Only employees involved in processing the personal information have access to materials.

Electronically processed information

A username and password are required for logging in to the system. The electronic data bases are protected by fire walls and other sufficient technical measures. 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.

11 AUTOMATIC DECISION MAKING AND PROFILING

Personal information will not be used to automatic decision making or profiling.

12 LENGTH OF PROCESSING

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. After that details will be removed if there are not any legal reasons to keep the information.