

REGISTRY DESCRIPTION

General Information, vocabulary and definitions:

Vocabulary:

- Personal data
any information on a private individual and any information on his/her personal characteristics or personal circumstances, where these are identifiable as concerning him/her or the members of his/her family or household
- Controller
a person, corporation, institution or foundation for whose use a personal data file is set up and who is entitled to determine the use of the file
- Personal data file
a set of personal data, connected by a common use and processed fully or partially automatically or sorted so that the data pertaining to a given person can be retrieved easily and at reasonable cost
- Data subject
the person to whom the personal data pertains

Registry Controller

Finitec Oy
Annankatu 27
00100 Helsinki
+358 1084 16100

Registry inquiries

Inquiries regarding personal data contained in the registry sent to finitec@finitec.fi will be answered within two working days.

Name of registry

Contractor and Client Database

Purpose of registry

All data within the registry is collected, processed and used only with the permission of the data subject. The data is mainly used for client management and tendering via email. The data may also be used for internal service development.

Registry content

Contact information (name, address, phone, email, fax, affiliation or company)

Billing information (VAT number)

Identification data (client reference number)

Information collected during contact with data subject

Regulated registry data sources

The data source of the registry is data collected from the data subject (client) during the course of client-customer-provider relationship.

Regulated delivery of registry data

The controller will not divulge registry data to external or non-privileged parties without the consent of the data subject.

Removal of registry data

Data is removed from the registry upon request of the data subject, or at the expiration of the client-customer-provider relationship.

Protection of registry data

All data within the registry is considered classified. The registry cannot be accessed via public networks, and physical location of the registry is subject to access control.

Right to Opt-Out

The data subject has the right to Opt-Out of the use of personal data stored in the registry for marketing, tendering and communication purposes.