

Privacy notice for data subjects that use Suomen Asiakastieto Oy data services on behalf of their employer or otherwise represent the company

This privacy notice describes the processing of personal data by Suomen Asiakastieto Oy concerning data subjects who use Asiakastieto data services, who report on ESG matters on behalf of their employer or otherwise represent the company.

1. Controller: Suomen Asiakastieto Oy, Elielinaukio 5 B, PL 16, 00100 Helsinki, www.asiakastieto.fi, www.omatieto.fi

Suomen Asiakastieto Oy is part of Enento Group Plc, Elielinaukio 5 B, PL 16, 00100 Helsinki, www.enento.com

2. Personal data which is processed

- **Your name**
- **Your email address and company mail address**
- **Your phone number**
- **Information about your role and title**
- **In relation to events Asiakastieto may process your dietary and other preferences that you choose to provide to us. We may also take photos and videos of the attendants during events.**

When you visit our website we will collect e.g.

- data concerning your purchases
- data about how you use our website
- technical data concerning your browser and your IP address

3. Purposes for processing your personal data

We process your personal data

- to manage the access rights and use of the services or to process ESG-data reported by you concerning the company you represent
- to invoice the company you represent
- for marketing purposes and for customer communications
- to comply with legislation
- photos and/or videos can be processed for internal or external communication (we will provide information of the photographing and videorecording also during the

event and you can always inform us about not wanting to be photographed or videorecorded).

4. Legal basis for processing your personal data

We process your personal data based on GDPR 6.1 f and the legitimate interest of Asiakastieto. When processing your data to comply with legislation, the legal basis is regulatory requirement (GDPR 6.1 c). Photographs and video recordings taken in the events can only be processed for Asiakastieto external marketing based on your explicit consent (GDPR 6.1 a) and you can withdraw your consent at any time.

5. Special categories of personal data and personal data relating to criminal convictions and offences

We don't process sensitive category personal data or data relating to criminal convictions and offences concerning you.

6. Collection of your personal data

We collect the following personal data concerning you from your employer

- Your name
- Contact details
- Information about your role and title.

We collect your personal data from you when you contact us, register to use a service or register or participate in our events. You can give your contact details to us by filling in a form on our website, buying a service or contacting us by e.g. calling or by using chat on the website.

7. Third parties that we disclose your personal data to inside EU/EEA

Your personal data may also be disclosed to our processors to be processed on our behalf.

8. Transfers of personal data outside EU/EEA area

Your personal data may in some situations be disclosed outside EU/EEA area for example to the processors we use. In these situations we ensure that your personal data is secured to an adequate level. We also use Standard Contractual Clauses and other measures to protect your personal data.

9. Profiling and automated decision-making

Asiakastieto does not process your personal data for profiling or automated decision-making purposes.

10. Retention periods

We will remove your personal data after becoming aware that you no longer use Asiakastieto services on behalf of your employer. If the contract with your employer and Asiakastieto is terminated some of your personal data may still be kept after this time due to a regulatory requirement. Information concerning possible dietary restrictions or preferences concerning events are deleted from the system automatically during 30 days.

11. Your rights

You as the data subject whose personal data Asiakastieto is processing, have several different data subject rights towards us as the controller. Below you will find information on how to exercise these rights. We will process your request and respond to your request without undue delay and in any event within one month of receipt of the request.

- **Right to information**

- You will be informed about the processing of your personal data by email or phone when your information is registered at Asiakastieto and you will receive the necessary information.
- If phone call with you is recorded, you will be separately informed about this at the beginning of the call.

- **Right of access**

- If you want to know what personal data we process about you, please send an email to omatieto@asiakastieto.fi. We also provide secure email which you can access here <https://mail.asiakastieto.fi/>. If you want to limit your request to certain type of data please communicate that in the email.

- **Right to rectification**

- If you want to request rectification of incorrect personal data concerning you, please send an email to omatieto@asiakastieto.fi. We also provide secure email which you can access here <https://mail.asiakastieto.fi/>.

- **Right to erasure**

- If you want to request erasure of personal data concerning you please send an email to omatieto@asiakastieto.fi. We also provide a secure email which you can access here <https://mail.asiakastieto.fi/>.
- We will remove your personal data based on your request and you will no longer be able to use Asiakastieto services after that or report ESG-data on behalf of this company.

- **Right to restriction of processing**

- If you want to request restriction of processing of your personal data please send an email to omatieto@asiakastieto.fi. We also provide a secure email which you can access here <https://mail.asiakastieto.fi/>.
- **Right to data portability**
 - You don't have the right to data portability, since Asiakastieto is not processing your personal data based on consent or for performance of contract between you and Asiakastieto.
- **Right to object**
 - You have the right to object, on grounds to your particular situation, the processing of your personal data which is based on public interest (art 6.1 e) or legitimate interest (art 6.1 f).
 - If you want to exercise your right to object to processing please send an email to omatieto@asiakastieto.fi. We also provide a secure email which you can access here <https://mail.asiakastieto.fi/>.
 - If you want to object to processing your data for marketing purposes, please send an email to above mentioned email address and we will stop processing your personal data for this purpose immediately.

12. Updating this privacy notice

This privacy notice can be updated time to time and new version will be published on this site.

13. Contact info and possible complaints

If you have questions about how we process your personal data, please contact our customer service at omatieto@asiakastieto.fi. We also provide a secure email which you can access here <https://mail.asiakastieto.fi/>.

Asiakastieto has appointed a Data Protection Officer. You can contact the DPO by sending email to [dpo\(a\)enento.com](mailto:dpo(a)enento.com).

If you are not satisfied with how we process your personal data, you have the right to file a complaint with supervisory authority, The Data Protection Ombudsman (Lintulahdenkuja 4, 00530 Helsinki, [tietosuoja\(a\)om.fi](mailto:tietosuoja(a)om.fi))

Privacy notice has been updated 10/2024