

## **Stalatube Oy – Privacy Notice on the processing of personal data of visitors**

This privacy notice describes how we at Stalatube Oy collect and process data about visitors arriving at Stalatube.

### **1. Data controller and contact details for data protection matters**

Stalatube Oy (business ID 1568544-4)

Taivalkatu 7

15170 Lahti, Finland

Tel. +358 3 882 190

E-mail: HR@stalatube.com

### **2. For what purposes and on what basis do we process your personal data?**

The processing of data is based on Stalatube Oy's legitimate interest. Visitor information is collected in the visitor management system for visitor management purposes as well as for the protection of premises, persons and property, and to ensure security.

### **3. What type of personal data do we process and where do we collect the data from?**

The register contains the following personal data about visitors:

- Visitor's name, employer/company/organization
- Host's name
- Visit date, start and end time.

The personal data stored in the register is collected from the visitor during the visit. Other sources of information are used within the limits set by applicable legislation.

### **4. To which entities do we transfer or disclose data and do we transfer data outside the EEA?**

We do not regularly disclose your personal data forward, nor do we transfer them outside the EEA.

We use a data processor to maintain the information in the visitor register. Information may be disclosed to authorities, e.g. to the police for criminal investigation purposes.

### **5. How do we protect your personal data and how long do we store it?**

The data is stored in an information system that uses both technical and software means to ensure data security and to control the use of the data. The register data is stored for as long as necessary to fulfill the purpose of the visitor register. In principle, the data is deleted after three months.

## **6. Your rights as a data subject**

You can contact us if you have any questions related to personal data processing. As a data subject, you have the following rights in relation to the processing of personal data under the GDPR.

### **Right to be informed about the processing of your personal data and to inspect the personal data concerning you**

You have the right to be informed about the processing of your personal data. We aim to provide a comprehensive overview of how we process personal data through descriptions of our privacy practices, such as privacy notices. In addition, you always have the right to ask further specific questions about the processing of your personal data.

You have the right to receive confirmation of whether we process your personal data or not. In cases where we process your personal data, you also have the right to receive a copy of the processed personal data.

### **Right to rectification**

You have the right to rectify any incorrect personal data concerning you and the right to request us to complete incomplete personal data. If we correct personal data on the basis of your request, we will, where possible, also notify the correction to all parties to whom the incorrect data was previously disclosed, in accordance with the GDPR.

### **Right to erasure**

You can request the erasure of your personal data in accordance with the GDPR, for example if your data has been used unlawfully or is no longer needed. However, there is no right to erasure, for example, if the processing is based on a law or if the data are necessary for the establishment, exercise or defence of legal claims. The controller may refuse erasure on the grounds provided for by law.

### **Right to object the processing**

For specific reasons relating to your personal situation, you also have the right to object to processing of your personal data. When making a request, you should identify the specific situation on the basis of which you object to the processing. In this case, we may no longer process your personal data unless there is a substantial and legitimate ground for the processing which overrides your interests, rights and freedoms, or the processing is necessary for the establishment, exercise or

defence of legal claims. We may refuse to comply with a request to object on the grounds provided by law.

**Right to restrict personal data processing**

If you believe that we are processing your personal data unlawfully, if it is inaccurate or if you have objected to the processing of your data, you can ask us to restrict the processing of your personal data in accordance with the GDPR. In this case, we may only process the data in limited circumstances, such as with your consent; to establish, exercise or defend a legal claim; in the public interest; to protect another person. In the event of a restriction of data, we will, where possible, inform all those to whom the data have previously been disclosed of the restriction, in accordance with the law.

**Right to lodge a complaint with a supervisory authority**

If you consider that the processing of personal data relating to you infringes the data protection regulation, you have the right to lodge a complaint with a supervisory authority. You may lodge your complaint in the EU Member State of your habitual residence, place of work or place of the alleged infringement.

**8. Whom can you contact?**

If you have any questions related to the personal data processing or you want to exercise your abovementioned rights, please contact [HR@stalatube.com](mailto:HR@stalatube.com).

**9. Updates to privacy notice**

We drive to develop continuously our business and data protection tools and reserve the right to amend this privacy notice. When required by applicable laws we may contact you in order to provide information about updates or changes that have effects on you