

11 May 2018

Privacy Notice for Vendor Register

1 Controller

StatFinn, EPID Research
Metsänneidonkuja 12, 02130 Espoo
office@statfinn.com
(hereafter "we" or "COMPANY")

2 Contact person for register matters

Irina Panina
Paldiski mnt 29, 10612 Tallinn, Estonia
irina.panina@statfinn.com

3 Name of register

VENDOR REGISTER

4 What is the basis for and purpose of the processing of personal data?

The purpose of the processing of the personal data is managing our business relationship matters and associated obligations, project management and fulfilment of regulatory obligations, payment and contract activities, selection process of vendors to be used in the future.

None of the personal data we process under this register is subject to automatic decision-making or profiling that would have legal effects or impacts for the vendor representative.

5 What data do we process?

We process the following personal data of our vendors in connection with the vendor register and to the extent necessary for the business relationship:

- ✓ **Basic information of the vendor** such as company name, company bank account, company address;
- ✓ **Basic information of the vendor representatives** such as firstname, lastname, work email, work phone number, company represented;
- ✓ **Information related to the vendor representative relationship with the COMPANY** such as professional title and/or position, unit or function;
- ✓ **Information related to content and documents that vendor representative have created or provided in the course of business relationship** such as reports, certificates and other material;
- ✓ **Other possible information voluntarily given regarding the customer relationship between the controller and the customer.**

6 From where do we receive data?

We receive data primarily from the vendor representative him-/herself. Secondly data may be received from public sources such as vendor website, business cards or personal contacts.

We process the data ourselves and engage subcontractors that process the data on behalf of and for us.

7 To whom do we disclose data and do we transfer data outside of EU or EEA?

We disclose personal data in accordance with the applicable laws to a party, who based on law, collective bargaining agreement and/or agreement, has a right to receive information from the register, such as the tax authorities. We may also disclose information for other purposes in accordance with the legislation, including disclosing information to customers in order to manage customer related activities. We also disclose data to the applicable COMPANY employees to perform their work duties.

We transfer personal data to subcontractors processing data on behalf of and for us. We use subcontractors in the processing of vendors' personal data for the following services:

- Financial Administration and Payroll Management
- Legal Services
- IT and Telecom Systems
- Project management

We have ensured your privacy with our subcontractors by entering into the necessary data processing agreements.

We may transfer personal data outside of EU/EEA, including to the United States of America. We have taken care of suitable safeguards for the transfer, and use the EU Commission standard contractual clauses or another transfer mechanism approved by the privacy legislation.

8 How do we protect the data and how long do we store them?

Only those of our employees, who due to their working duties are entitled to process vendor data, have the right to use systems containing personal data. Each user has a personal username and password to the systems. The information is collected into databases that are protected by firewalls, passwords, encryption and other technical measures. The databases and backup copies of them are stored in locked premises and can be accessed only by certain pre-designated persons. We also store paper copies of personal data in locked premises and the data may only be accessed by persons who are entitled to them due to their working duties.

We store the personal data for as long as is necessary for the purpose of the processing.

In addition, we take all reasonable actions to ensure that no incompatible, outdated or inaccurate personal data are stored in the register taking into account the purpose of the processing.

9 What are your rights as a vendor representative?

As a data subject you have a **right to inspect** the personal data concerning yourself, which is stored in the register, and a **right to require rectification or erasure** of the data, provided that the request has a legal basis.

As a data subject, you have a right, according to EU's General Data Protection Regulation (applied from 25.5.2018) to **object to processing** or **request restricting** the processing and **lodge a complaint** with a supervisory authority responsible for processing personal data.

10 Who can you be in contact with?

All contacts and requests concerning this privacy notice must be submitted in writing or in person to the person mentioned in section two (2).