

## Description of a personal data file

### 1. CONTROLLER

Pressure Vessel Tech Oy

#### CONTACT INFORMATION

Teollisuustie 2

33960 Pirkkala

#### CONTACT INFORMATION FOR ENQUIRIES RELATED TO THE PERSONAL DATA FILE

Pressure Vessel Tech Oy

Teollisuustie 2

33960 Pirkkala

Finland

Tel. +358 10 2020 180

#### CONTACT INFORMATION FOR THE DATA PROTECTION OFFICER

Jukka Rintala

Pressure Vessel Tech Oy

Teollisuustie 2

33960 Pirkkala

Finland

Tel. +358 50 3076369

[jukka.rintala@pvtech.fi](mailto:jukka.rintala@pvtech.fi)

### 2. DATA SUBJECTS

- Existing and potential customers
- Subscribers to newsletters

### 3. PURPOSE OF PROCESSING PERSONAL DATA

#### THE PURPOSE OF PROCESSING PERSONAL DATA AND OF THE PERSONAL DATA FILE

Personal data shall only be processed for predefined purposes, which are as follows:

- Customer relationship management
- Provision of information on services
- Implementation and development of customer service and operations
- Sending of newsletters

The personal data file ('customer register') contains the following data:

#### COMPANY DATA

- Company name
- Company business identity code
- Street, invoicing and postal addresses
- Telephone number

#### PERSONAL DATA

- Name
- Street and invoicing addresses
- Telephone number
- Email address

#### CUSTOMER DATA

- Data on products and services purchased
- Data on requests for quotations
- Data on other contact requests

### 5. RIGHTS OF THE DATA SUBJECT

The data subject shall have the rights listed below. Any requests related to exercising these rights should be sent to: [jukka.rintala@pvtech.fi](mailto:jukka.rintala@pvtech.fi)

#### RIGHT OF ACCESS

The data subject shall have the right to inspect the personal data stored by us.

#### RIGHT TO REQUEST RECTIFICATION

The data subject shall have the right to request that incorrect or incomplete data on them be rectified.

#### RIGHT TO OBJECT

The data subject shall have the right to object to the unlawful processing of their personal data.

#### RIGHT TO ERASURE

The data subject shall have the right to request the erasure of data, if data processing is not necessary. We will process the request for erasure, after which we will either erase the data or provide a justified reason for why the data cannot be erased.

It should be noted that the controller may have a statutory or other right not to erase the data requested to be erased. The controller shall have an obligation to retain accounting materials for the period (10 years) set out in the Finnish Accounting Act (chapter 2, section 10). Therefore, accounting-related materials cannot be erased before the expiration of this period.

## DATA SUBJECT'S RIGHT TO LODGE A COMPLAINT ABOUT A DECISION WITH THE DATA PROTECTION OMBUDSMAN

The data subject shall have the right to request that we restrict the processing of contested data until the issue is resolved.

## RIGHT TO LODGE A COMPLAINT

The data subject shall have the right to lodge a complaint with the Data Protection Ombudsman, if they think we have violated existing data protection legislation when processing personal data.

Contact information for the Data Protection Ombudsman: <https://tietosuoja.fi/en/contact-information>

## 6. REGULAR SOURCES OF DATA

Customer data is regularly obtained from:

- Customers themselves, as a customer relationship is established
- Customers themselves through an online form
- Customers' websites
- The Business Information System BIS

## 7. REGULAR DISCLOSURE OF DATA

As a rule, data shall not be disclosed for marketing purposes outside the Aurajoki group.

## 8. PROCESSING PERIOD FOR PERSONAL DATA

- As a rule, personal data is processed for as long as the customer relationship lasts, taking into consideration existing statutory requirements.
- Data subjects, on which data is stored in our newsletter register, are able to unsubscribe by clicking a link included in each newsletter sent by us.

## 9. THE PROCESSORS OF PERSONAL DATA

The controller and their designated employees process personal data. We may also partially outsource the processing of personal data to a third party, in which case we ensure, through contractual arrangements, that the processing of personal data is carried out in accordance with existing data protection legislation and in an otherwise appropriate manner.

## 10. TRANSFER OF DATA OUTSIDE THE EUROPEAN UNION

Personal data shall not be transferred outside the European Union or the European Economic Area.

## 11. AUTOMATED DECISION-MAKING AND PROFILING

We shall not use the data for automated decision-making or profiling.

## 12. PRINCIPLES FOR PROTECTING THE PERSONAL DATA FILE

Secure processing of personal data is important to us. We use the following protective measures to ensure data security.

- Access to our systems requires authentication by entering a user identifier and a password.
- Our company network is protected with firewalls, and anti-malware and anti-virus systems.
- The data in the personal data files stored in the systems can only be accessed and used by certain employees of the controller who have been designated in advance.
- The use of the personal data files is protected through user-specific identifiers, passwords, and access rights.
- The personal data files are located in our partner's high-security server room.
- Regular backups are created of our personal data files.