

Privacy notice for data subjects that use Suomen Asiakastieto Oy data services on behalf of their employer

This privacy notice describes the processing of personal data by Suomen Asiakastieto Oy concerning data subjects who use Asiakastieto data services or who are reported to be responsible for ESG matters on behalf of their employer.

1. **Controller: Suomen Asiakastieto Oy**, Hermannin rantatie 6, PL 16, 00580 Helsinki, www.asiakastieto.fi
www.omatieto.fi, www.proff.fi
Suomen Asiakastieto Oy is part of **Enento Group Plc**, Hermannin rantatie 6, PL 16, 00580 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

3. **Purposes for processing your personal data**

- We process your personal data to be able to manage the access rights and use of the services or to become aware that you are responsible for ESG matters in the company you represent
- We process your personal data also for marketing purposes and for customer communications

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.

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 or register to use a service. You can give your contact details to us by filling in a form on our website, buying a service or contacting us by calling or by using chat on the website.

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

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

Your personal data may also be disclosed to our processors based on the contracts we have with them.

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 automatic decision making (incl. meaningful info about the logic involved)

Asiakastieto does not process your personal data for profiling or automatic 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.

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 represent your company in ESG matters towards Asiakastieto
- **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 7/2024

