

17.5.2018/AR, MB

1. The name of the register	Steveco Oy's customer register
2. Controller	Steveco Oy
3. Contact person for register information	Mia Brunila Mia Brunila @steveco.fi
4. Contact person for General Data Protection Regulation (GDPR)	Aino Rauhamäki 044 232 3583  Please contact <a href="mailto:tietosuoja@steveco.fi">tietosuoja@steveco.fi</a> for information requests.
5. Purpose of the data processing	Register is for Steveco Oy's customer information. Register consists of quotes and agreements for customers as well as mailing lists for marketing and information.  Steveco collects customer information to provide and develop services, marketing and for information purposes.
6. Personal data in the register	The data content of the customer register: <ul style="list-style-type: none"><li>• Company name and address</li><li>• Contact person</li><li>• Contact details (e-mail, phone)</li><li>• Quotes with above mentioned data</li><li>• Contracts with above mentioned data</li><li>• mailing lists for marketing and information purposes</li></ul>
7. The regular sources of the information in the register	The information in customer register is given by the customer for issuing quotes and contracts.  Subscription of Steveco customer magazine is done by the customer in information form in <a href="http://www.steveco.fi">www.steveco.fi</a> and is based on consent.
8. Regular disclosures of the information	Registered information is given to the customer themselves up on request.  Registry extracts are given to the printer of the customer magazine for distribution of the magazine as well as other marketing materials.
9. Transfers of personal data to the third country	Personal data is transferred outside of the EU- or EEA-areas only when the location of data subject requires so as personal data is included in Steveco quote or contract.  Registry extracts are not transferred outside of the EU- or EEA-areas.

<p>10. The time of the collection of the personal data</p>	<p>Information is deleted from the customer register in accordance with the sales customer register maintenance process.</p> <p>The information is archived based on the accounting and customs law also after the end of the customer relationship.</p>
<p>11. The preservation of the register</p>	<p>Steveco's CRM servers are in the Tieto Oyj data center.</p> <p>Steveco's crisis-information text message list is on Steveco's public relations manager's phone and customer information mailing lists are stored at <a href="mailto:info.steveco@steveco.com">info.steveco@steveco.com</a>.</p>
<p>12. The protection principles of the register</p>	<p>Steveco system administrators and the system vendor has access to servers and CRM maintenance.</p> <p>The customer register in the CMR system is handled by the Steveco Sales Department and the designated persons at the Financial, Information Management, Purchasing and Forwarding Department.</p> <p>Information from the customer register is shared between Steveco's internal systems for the managing of the cargo handling, forwarding and billing.</p>
<p>13. The right of access by the data subject and rectification</p>	<p>The data subject has the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data.</p>
<p>14. The right to erasure (right to be forgotten)</p>	<p>The data subject has the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies:</p> <ul style="list-style-type: none"> <li>• the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed</li> <li>• the personal data have been unlawfully processed</li> <li>• the personal data have to be erased for compliance with a legal obligation in Union or</li> </ul>

	Member State law to which the controller is subject
15. The right to restriction of processing	<p>The data subject has the right to obtain from the controller restriction of processing where one of the following applies:</p> <ul style="list-style-type: none"> <li>• The accuracy of the personal data is contested by the data subject.</li> <li>• The processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead</li> <li>• The controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims.</li> </ul>
16. The right to withdraw consent	The data subject has the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.
17. The right to data portability	The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided when the processing is carried out by automated means.
18. The right to lodge a complaint with a supervisory authority	Without prejudice to any other administrative or judicial remedy, every data subject has the right to lodge a complaint with a supervisory authority.