

21/05/2018

Record of processing activities

1 Controller

Baltic Connector Oy
Porkkalankatu 1
FI-00180 Helsinki

2 Register matters

We aim to reply to queries and feedback concerning the register within two working days.

3 Name of register

Baltic Connector Oy's Marketing Register

4 The purposes of personal data processing

The purpose of the processing is to maintain customer relationships, to fulfil the customer's and Baltic Connector Oy's rights and obligations as well as to process personal data in accordance with the law on personal data for purposes related to web services, research activities, Baltic Connector Oy's marketing and/or direction of direct marketing through media and services based on customer data without disclosing data to third parties. The basis of the processing of personal data is consent.

5 The data content of the register

The register may contain data on customers in accordance with the following grouping:

- Name
- E-mail address

The website of Koodiviidakko Oy, in whose data systems Baltic Connector's register is stored, uses cookies to improve user experience. Cookies are small text files sent to and stored in the user's computer upon the browser's request. Cookies can be blocked by adjusting browser settings.

6 Regular information sources

The register is compiled from Baltic Connector's media release subscription data and the data is maintained through manual updates. Baltic Connector's register is maintained with the help of Koodiviidakko Oy's data systems. Koodiviidakko's register description can be found [here](#).

7 Regular information disclosure

The controller shall not disclose the personal data of customers to third parties unless required by Finnish authorities.

8 Storage of personal information

The personal data is stored within the European Union and shall not be transferred to outside of the European Union.

9 Data deletion

Personal data is not processed for longer than is necessary in terms of the purposes of the processing. Data may be erased upon the customer's request or due to the termination of the customer relationship.

10 Principles of register protection

The personal data is stored as confidential. Baltic Connector Oy's and Koodiviidakko Oy's information network and hardware where the register is stored are protected by a firewall and by other necessary technical measures.

11 The rights of the customer

The customer has the right:

- 1) To access their own personal data and to rectify inaccurate or incomplete data. Requests for review must be in writing. Requests for rectification must specify the data to be rectified;
- 2) To have their personal data erased ("the right to be forgotten");
- 3) To object the processing of personal data in certain situations;
- 4) To restrict the processing of their personal data;
- 5) To object to the disclosure and processing of their data for direct marketing and other marketing.

The customer has the right to at any time lodge a complaint to the appropriate supervisory authority in the country where the customer lives, works or where the claimed breach has taken place. In Finland, this authority is the Data Protection Ombudsman (www.tietosuoja.fi).

12 Contact

If you have questions regarding the processing of your personal data, you can contact us using the following:

- E-mail: info@balticconnector.fi