

25/05/2018

## Record of processing activities

### 1 Controller

Baltic Connector Oy  
Porkkalankatu 1  
FI-00180 Helsinki, Finland

### 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 for Invitations

### 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.

### 5 The data content of the register

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

- Name
- E-mail address
- Organization
- Title
- Postal address

## 6 Regular information sources

The register comprises of Balticconnector project's stakeholders including key players in the field of energy, the owner and their stakeholders as well as other relevant operators for the project. The data is compiled from public internet sources and search engines. Sources include Google, LinkedIn, organization's websites, personal websites, information retrieval services and personal contact. The register is maintained through manual updates.

## 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 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](http://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](mailto:info@balticconnector.fi)