

Controller	Port Of Kemi Ltd. (business identity code 2446426–4) Ajoksentie 748, 94900 Kemi, Finland +358 (0)16 258 100 <a href="mailto:office@keminsatama.fi">office@keminsatama.fi</a>
Contact person	Hannu Tikkala, +358 40 8344 953, <a href="mailto:hannu.tikkala@portofkemi.fi">hannu.tikkala@portofkemi.fi</a> Ritva Torikka, +358 40 6350 680, <a href="mailto:ritva.torikka@keminsatama.fi">ritva.torikka@keminsatama.fi</a>

## Customer data register

### Personal data

All data which enables a person to be identified or individualised is personal data. Personal data register may contain e.g. name, address, social security number and user's location data.

### The purpose of processing customer data

The purpose of maintaining customer data register as well as collecting and processing customer data is to provide services along with maintaining and supporting the customer relations of Port of Kemi.

The data collected is used for invoicing as well as developing, administering and taking care of customer and interest group relationships. The data is also used for developing, administering and taking care of other relations connected to customer. The data may also be used to comply with statutory obligations of public authorities.

The data stored in the register can be administered with different key words and groups of data can be formed. Data management system as well as ERP is used for processing and administering customer data. Personal data is not used for profiling the data subject or for any kind of automated decision making.

### Data content of the register

Data content of the register includes contact information of the company or community along with information needed to identify the customer, information of the contact person in a company and the company's business and/or customer identity code. Customer's invoicing information as well as information related to business and contracts are included in the register.



Of a private person as a customer, contact and invoicing information, customer identification number or other identification code along with information related to business and contracts is collected into the register.

#### Data sources

Data stored is received in the beginning of a customer relationship from customers in their consent and by collecting common data from public sources (e.g. business identity code). Customer data can also be collected from different forms the customer submits via the website of Port of Kemi, as well as from emails, telephone conversations, social media, contracts, meetings with a customer and other occasions in which the customer can hand out information.

#### Data disclosures

Customer data is not disclosed nor transferred outside the Port of Kemi, EU or EEA. Data can be disclosed to authorities if a request is based on national or EU laws.

#### Deletion of the data

Personal data is stored as long as needed to fulfil the purpose of the processing of personal data as defined in the Privacy Policy, subject to limitations imposed by legislation.

#### Protection of the data

The register is utilised and the data processed in accordance with the data protection legislation.

The data is stored on servers with a restricted access to the persons that have a legitimate reason to handle the data. To process the data on a database, a personal identification is required. The databases are protected by firewalls, passwords and other technical means against data breaches.

A back up copy of the databases is taken regularly.

#### Rights of the registered

According to the EU General Data Protection Regulation 679/2016, the registered has the right to gain access to the data collected to examine, complete, correct or delete as well as limit the processing of personal data concerning the registered person.



The processing of data is based on the consent given by the data subject who has the right to withdraw the consent at any time and ask for the deletion of that data. Upon written request of the data subject, the controller corrects, completes and performs other requested measures regarding the content of the register.

