

Business card register - privacy policy

Creation date	8.6.2021
Data controller	DataPartner Oy RaatiHuoneenkatu 8 A +358-19-54 10 100 jens.westerbladh@datapartner.fi
Contact person in matters related to the filing system	Jens Westerbladh RaatiHuoneenkatu 8 A +358-19-54 10 100 jens.westerbladh@datapartner.fi
Name of filing system	Business card register
Purpose of personal data processing	Legal basis of processing data is legitimate interest. The purpose of use for the filing system is to promote business operations, create new customer relationships and to communicate with potential customers. Collected data are used to create and maintain new customer relationships as well as carry out other business-related tasks. The legitimate interest of the controller in the processing of personal data collected and used is based on the freedom to conduct a business in European Union.
Legitimate interest basis	
Categories of personal data in question	
Recipients and recipient groups	
Concent	The consent can be withdrawn by sending an free form e-mail to info@datapartner.fi.
Data content of filing system	Personal data filing system contains the following information: - First and last name of person - Community represented - Email address - Postal address - Phone number
Regular data sources	Data are collected from customer's business cards which can be received either from the data subjects or as recommendations made by third parties. Data will not be disclosed to external parties or to the company's partners except for purposes related to credit applications, debt collection or invoicing as well as in situations required by law. A data subject's personal data will be removed upon the data subject's request unless such removal is prohibited by legislation, matters related to the management of the customer relationship, outstanding invoices, or debt collection.
Storage time	Storage time is not limited
Regular disclosure of data	Data stored in the filing system can only be accessed by the company and its employees. A data subject's personal data will be removed upon the data subject's request unless such removal is prohibited by legislation, matters related to

	the management of the customer relationship, outstanding invoices, or debt collection.
Transferring data outside the EU or the EEA	Personal data will not be transferred outside the European Union.
Filing system's principles of protection A: Manual material	After initial processing, manually processed business cards are stored in a locked space. Only specific employees who have signed confidentiality agreements have the right to process manually stored customer data.
Filing system's principles of protection B: Electronically processed functions	
Rights of the data subject	<p>According to the General Data Protection Regulation (GDPR), data subjects have the right</p> <ul style="list-style-type: none"> to obtain information on the processing of their personal data of access to their data to rectification of their data to the erasure of their data and to be forgotten to restrict the processing of their data to data portability to object to the processing of their data not to be subject to a decision based solely on automated processing.
Cookies	
Information source	
Automatic processing and profiling	
Right of access	The data subject has the right to check what data has been stored about him or her in the filing system. A request for data access must be given in writing by contacting the company's customer service or the filing system's contact person either in Finnish or English. The request for data access must be signed. The data subject has the right to prohibit the processing of his or her data and its disclosure for the purposes of direct marketing, distance marketing or opinion polls by contacting the company's customer service.
Right to lodge	
Right of portability	
Right to rectification	<p>Taking into account the purposes of processing, any data stored in the filing system that is inaccurate, unnecessary, incomplete, or outdated must be erased or rectified.</p> <p>A written request for rectification, signed by hand, should be sent to the company's customer service or the personal data filing system's administrator.</p> <p>The request should specify what information should be rectified and on what grounds. Rectification shall be carried out without delay.</p> <p>Notification of rectification will be sent to the party who provided the</p>

	<p>inaccurate data or to whom the data were disclosed.</p> <p>If a request for rectification is denied, the responsible person of the filing system will provide a written document stating the grounds for the denial of the request for rectification. The data subject concerned may then pass the matter along to the Data Protection Ombudsman.</p>
<p>Other rights related to the processing of personal data</p>	<p>Right to restrict processing The data subject has the right to request that the processing of their personal data is restricted for example if data stored in the filing system is erroneous. Requests should be sent to the responsible person of the filing system.</p> <p>Right to object The data subject has the right to request for personal data pertaining to them, and the data subject has the right to request for the rectification or erasure of said data. Request can be sent to the contact person of the filing system.</p> <p>If you are acting as the contact person of a company or organisation, your data cannot be erased during this time.</p> <p>The data subject has the right to prohibit the disclosure of processing of personal data for the purposes of direct marketing or other marketing, the right to demand the anonymization of data where applicable, as well as the right to be completely forgotten.</p>