

## **DNWP Privacy policy**

### **Visitor register**

**21.3.2022**

#### **1. Controller of the register**

Dedicated Network Partners Oy  
Karakaari 5  
FI-02610 Espoo

#### **2. Contact information about the register**

privacy@dnwpartners.com

#### **3. Register name**

Visitor register

#### **4. Purpose of collection of personal data**

Visitor management for security purposes.

#### **5. Register information content**

- Name
- Company
- Visitor's organization or address – optional
- Reason for the visit – optional
- Host's name
- Visitor's signature

#### **6. Data retention time**

Personal data is kept for current fiscal year plus 1 year.

#### **7. Regular sources of information**

Information is gathered during the reception check-in procedure on a form filled out by the visitor.

#### **8. Regular transfers and handing over of information and transfer of information outside the EU and the European Economic Area (EEA)**

Gathered information is used for security purposes only. Personal data is shared with authorized third parties (outsourced reception services). In some cases, it is obligated by mandatory law to disclose personal data to certain authorities or other third parties, for example, to police in case of suspected crime. The information in the register is maintained and processed only in Finland.

### **9. Register data protection principles**

Personal data is collected using paper forms and collected paper forms are stored in a locked cabinet. Only personnel specifically authorized to handle personal data are authorized to access it. After the data retention time collected paper forms are destroyed by shredder.

### **10. Automated decision-making**

Automated individual decision-making, like profiling, is not used.

### **11. Registered rights**

According to the EU GDPR Regulation the registered has the right to inspect what personal information relating to him has been deposited in the Register. These requests, related to this register, can be done via email address: [privacy@dnwpartners.com](mailto:privacy@dnwpartners.com)

The right of inspection is free of charge at most once a year. Additionally, the registered have the following rights:

- **Right to claim rectification or removal of incorrect or obsolete personal data (Articles 16 and 17)**
- **Right to claim transfer of personal data from one system to another (Article 20)**
- **Right to limit the processing of his / her personal data (Article 18)**

One important right is that the registered has the right to object to the processing of his / her personal data (Article 21). This means that the controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the registered or for the establishment, exercise or defense of legal claims.

For example, if personal data is processed for direct marketing purposes, the registered has the right at any time to object to processing of personal data relating to such marketing.

The registered has also the right to withdraw his / her prior consent to the processing of data (Article 7) or to file complaints with the supervisory authority on the processing of his / her personal data (Article 77).

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DNWP is constantly developing its business and therefore reserves the right to change this privacy policy. The information may be subject to changes from time to time due to i.e. technical reasons and/or changes in our service providers, applicable legislation and legal interpretations.