

## Privacy policy

### 1 Data controller

Name: Suomen SUP-Tuottajayhteisö Oy  
Business ID: 3340441-5  
Address: c/o YTL-Palvelu Oy, Eteläranta 10  
Postal code: 00130  
Postal district: Helsinki

### 2 Data protection officer

Name: Kirsi Karejoki  
Mobile: 040 726 2883  
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### 3 Purpose and basis of the register

The collected personal data is used for managing member affairs of the producer community, communication with stakeholders necessary for the operation, generating statistics and surveys produced by the producer community, member identification and managing access rights.

The processing of personal data in the register is based on Article 6(1)(f) of the General Data Protection Regulation (EU) 2016/679 (legitimate interests of the data controller). The legitimate interest arises from the performance of the tasks described above. The data subjects are individuals who have a relevant connection to the Finnish SUP Producer Group either as a contact person for a member community or as a representative of a stakeholder.

### 4 Data content of the register

The register contains information about member communities of the producer community and contact persons of these member communities, as well as information about stakeholders necessary for the operation of the producer community.

The register processes personal data necessary for the purposes defined in section 3. These include, among others:

- first and last name

- job title, position and role (responsibility area within the organization)
- contact information (email address, phone number and address)
- User ID and password.

## 5 **Data retention**

The personal data in the register is regularly reviewed, typically on an annual basis. Unnecessary information is removed, and inaccurate data is corrected.

## 6 **Regular data sources**

Information in the register is collected from individuals themselves and from member communities that designate individuals as their contacts. In addition to this, member communities' and stakeholders' websites are used as sources of information and for updating data. Information is also collected within the limits permitted by law from authorities and companies providing services related to business and personal data (e.g. ytj.fi). Data is also collected using the Google Analytics tool.

## 7 **Regular disclosures of data and transfer of data outside the EU or the European Economic Area**

Information is not regularly disclosed outside the company. Some of the external service or software providers used by the company may store data outside the EU or the European Economic Area.

## 8 **Use of cookies**

We use the so-called cookie function, i.e. cookies, on our website. A cookie is a small text file sent to and stored on the user's computer that allows the website administrator to identify frequent visitors on the site, facilitate visitors' logins to the site and enable the compilation of aggregate information about visitors. With this feedback, we can continuously improve the content of our pages. Cookies do not harm users' computers or files. We use them to provide information and services tailored to individual needs. If a user visiting our site does not want us to obtain the aforementioned information through cookies, most web browsers allow disabling the cookie function. This is usually done through the browser settings. However, it is important to note that cookies may be necessary for the proper functioning of some pages we maintain and the services we offer.

## **9 Register security**

Information is transferred over an SSL-secured connection. Electronic data is protected by a firewall, usernames and passwords. Access to the data is limited to those individuals employed by the data controller who require the information for their tasks.

## **10 Automated decision-making**

Automated individual decisions (Article 22 of the EU General Data Protection Regulation) are not made.

## **11 Rights of the data subject**

The data subject has the right to inspect what information concerning them is stored in the personal data register.

A written request for inspection must be signed and sent to the person responsible for registry matters.

The right to inspect is free of charge, carried out once a year as a maximum.

The data subject has the right to request the correction or deletion of incorrect or outdated information, or the transfer of data from one system to another. They also have the right to restrict or object to the processing of their data in accordance with Articles 18 and 21 of the EU General Data Protection Regulation.

The data subject has the right to withdraw consent previously given for data processing or to make a complaint to the supervisory authority regarding matters related to the processing of their personal data. The data subject also has the right to prohibit the use of their data for direct marketing purposes.

The data subject has the right, in accordance with the EU General Data Protection Regulation and the Data Protection Act, to make a complaint to the Data Protection Commissioner regarding the processing of personal data described in this privacy policy.