

1. Data controller	Casemet Oy (FI 27376083)	Name (business ID)
	Insinöörinkatu 1, 50100 Mikkeli, Finland	Address
	207862630	Other contact information
2. Contact person for matters relating to the register	Riina Strömberg	Name
	Insinöörinkatu 1, 50100 Mikkeli, Finland	Address
	+358 40 776 6870	Other contact information
3. Register name	Employee register	
4. The purpose of processing personal data	<p>Personal data is processed in order to meet the legal and contractual obligations or those imposed by authorities.</p> <p>Personal data of the data subjects signing an employment contract are processed in order to fulfil the obligations defined by the employer's employment contract. The data processing is based on the Employment Contracts Act (2001/55, Chapter 2). In addition, paragraph 15 b of the Taxation Procedure Act (1558/1995) regulates the reporting obligations of the data controller and the obligation of other contractors on the site to provide information to the data controller.</p> <p>More detailed guidance on disclosure requirements can be found with the Tax Administration docket number A83/200/2017 (see Chapter 3).</p>	
5. Data content of the register	<p>Basic employee information such as</p> <ul style="list-style-type: none"> • First and last names • Personal identity number • Finnish identity number or birth date • Foreign identity number or birth date • Home address, telephone number and e-mail address • Employment related information • Information on the nature of the employment or service relationship • Personal taxation information • Statistical information • Competences • Gender • Health information • Trade union • Next of kin 	
6. Regular sources of information	<p>Personal data relating to data subject is collected from data subjects themselves.</p>	

<p>7. Regular disclosure of information</p>	<p>Personal data may be disclosed in a manner regulated by the competent authorities or other bodies based on the current legislation. Personal data may be disclosed to buyers in connection with corporate restructuring, if Casemet Oy sells or otherwise arranges its business. Personal data may be transferred to various partners selected by the data controller who process personal data on behalf of the data controller on the basis of a cooperation agreement between the parties. In this case, the data processor does not have the right to process the transferred personal data for his/her own purposes, in his/her own personal registers.</p>
<p>8. Transfers of personal data outside of the EU or EEA</p>	<p>Data shall not be transferred outside the territory of the Member States of the European Union or the European Economic Area unless it is necessary for the purposes of the processing of personal data or for the technical execution of processing of personal data, whereby the data transmission shall comply with the requirements of the Data Protection Regulation.</p>
<p>9. Principles of register security</p>	<p>Personal data is protected against unauthorized access and illegal processing (e.g. destruction, modification, or disclosure). Every data processor can only deal with the personal data they need to accomplish their designated duties. Documents are stored in secured space preventing unauthorized access. Documents will only be printed when needed and the printouts will be destroyed after use.</p> <p style="text-align: right;">A - printed materials</p> <p>Personal data contained in electronically processed register is protected by generally accepted technical means such as firewalls, passwords, and other security measures accepted by information security industry.</p> <p>Only those who are identified by the data controller and personnel of third parties processing personal data on behalf of the data controller have access to the personal data contained in the register with the license granted by the data controller.</p> <p style="text-align: right;">B - digital format</p>
<p>10. Right of access</p>	<p>The data subject has the right to inspect what data about him/her is included in the register.</p>
<p>11. Right to rectification</p>	<p>At the request of the data subject, any necessary adjustments and supplements to the personal data are processed or, for the purpose of processing, any faulty, unnecessary, incomplete or outdated information shall be deleted. Personal data can be checked and updated by contacting Casemet Oy's register administrator.</p>
<p>12. Other rights related to the processing of personal data</p>	<p>Casemet Oy reserves the right to change this data protection statement by notification on its website. Changes may also be based on the changes in legislation.</p> <p>We encourage you to read the statement regularly.</p> <p>This Data Protection Statement was last updated on May 25, 2018.</p>