

19.8.2022

NOTICE OF THE CARUNA GROUP'S REPORTING CHANNEL

1. Data Controller

Caruna Oy, business ID 1618314-7
Caruna Espoo Oy, business ID 2059588-1
Caruna Networks Oy, business ID 2584904-3
All companies hereinafter "Caruna"

Visiting address: Upseerinkatu 2, Espoo
Postal address: PL 1, 00068 CARUNA
Tel: 0200 23222
Website: www.caruna.fi

2. Responsible Person

Responsible Person for the Register: Seija Virkajärvi
seija.virkajarvi@caruna.fi

Data Protection Coordinator: Jenna Brunfeldt
tietosuoja@caruna.fi

3. Name of the Register

Reporting channel register

4. Purpose of Processing Personal Data

Caruna collects and processes personal data of its personnel (including subcontractors) to investigate reported violations. The processing of personal data is based on Caruna's legitimate interest to investigate the reported violations of its personnel. Caruna complies with applicable legislation, such as data protection legislation, when processing personal data.

5. Content of the Register

In connection with the register, Caruna may process information included in the reports made about its personnel, such as the name of the person the report is about.

6. Regular Sources of Data

Data on the data subject is usually obtained from the Caruna personnel register.

7. Regular Disclosures of Data

Caruna does not regularly disclose personal data in this register to other data controllers. If needed, personal data may be disclosed to the authorities.

Caruna can transfer data, to the extent necessary, to its business partners providing services. In such cases, the party in question processes personal data on behalf of Caruna and has entered into an agreement concerning the confidentiality of the data.

Caruna may transfer personal data to its other personal data registers or to other companies of the group.

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8. Transfer of Data Out of the EU or European Economic Area

No personal data in this register is transferred out of the EU or EEA. In the event data is transferred out of the EU or EEA, this is separately agreed and the reliability of the processing of personal data is properly secured through agreements.

9. Register Security Principles

Access to personal data is restricted to persons who need the data in the course of their work.

Access to digital data is restricted through access rights, and the data is further secured for the duration of processing through other technical means, such as encryption, firewalls and other data security measures.

Data in a physical form is kept in locked spaces with restricted access.

10. Right to Access, Objection and Rectification

Under data protection legislation, the data subject has the right to access the information on them in the register. The processing of an access request requires that the person in question be identified. Therefore, access requests should primarily be made using the online form at caruna.fi/en/privacy-policy or personally at Caruna's headquarters in Espoo. When the request is made at Caruna's headquarters, the identity of the person making the request is verified by means of a valid passport or a photo ID.

If none of the above ways of making the request is feasible, the data subject can print the access request form through a link on Caruna's website caruna.fi/en/privacy-policy and send it by mail to Caruna, Tietojen tarkastuspyyntö, PL 1, 00068 CARUNA. It can also be sent by e-mail to the address tietosuoja@caruna.fi. A copy of a valid passport or a photo ID must be enclosed with an access request sent by mail or e-mail.

Caruna is entitled to reasonable compensation for providing the data if the data subject requests multiple copies of the personal data in question.

Under data protection legislation, the data subject is entitled to object to the processing and transfer of their personal data for certain purposes by notifying Caruna of the objection. Caruna does not process or disclose the data of data subjects in this register for direct advertising, distance selling or other direct marketing purposes, nor for market and opinion surveys or for the purposes of registers of people and genealogy.

Under data protection legislation, the data subject is entitled to object to data processing, request for the rectification or removal of personal data, request for the restriction of the processing of personal data, or request to have their personal data transferred from one system to another in the circumstances detailed in data protection legislation. Requests relating to these rights must be made by contacting the person responsible for the register at Caruna.

Other questions related to the processing of personal data should be sent by e-mail to tietosuoja@caruna.fi or by mail to Caruna, Tietojen tarkastuspyyntö, PL 1, 00068 CARUNA.

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If the data subject deems that their statutory rights have been violated, the data subject is entitled to contact the Data Protection Authority. The Data Protection Authority's contact information is available at www.tietosuoja.fi.

11. Duration of Storage of Personal Data

Personal data are stored for one year after the investigation of a reported violation, after which the data will be deleted during the following calendar year.