

# ACCESS CONTROL REGISTER

Preparation date: 23.3.2020

Updated: 4.12.2023

<b>1a Data Controller</b>	Name: Voimatel Ltd (Business ID 1703917-1)
	Address: Kapteeninväylä 5, 70900 TOIVALA
	Other contact details (e.g., phone during office hours, email address): Switchboard: 0290 222 111
<b>2 Contact Person for Registry Matters</b>	Name: Sirkka Ikonen
	Address: Kapteeninväylä 5, 70900 TOIVALA
	Other contact details (e.g., phone during office hours, email address): sirkka.ikonen@voimatel.fi
<b>3. Data Protection Officer</b>	Name: Voimatel / Data Protection Officer
	Address: Kapteeninväylä 5, 70900 TOIVALA
	Other contact details (e.g., phone during office hours, email address): tietosuoja@voimatel.fi
<b>4. Registry Name</b>	Access Control Register
<b>5. Purpose of Processing Personal Data</b>	The register stores essential and necessary personal data related to access control for Voimatel Ltd personnel and visitors, as well as those of companies within the same group, to ensure the security of the company's premises.
<b>6. Registry Data Content</b>	Personal data may include: <ul style="list-style-type: none"> <li>• Person's name</li> <li>• Person's role concerning access control</li> <li>• Access information</li> <li>• Surveillance camera footage</li> </ul>
<b>7. Regular Data Sources</b>	Data is collected in writing from supervisors and other staff members, as well as from access control devices and cameras at Voimatel's premises.

<b>8. Regular Data Disclosures</b>	<p>The provided data is used within the company. The company does not disclose personal data to third parties without a justified business reason and a separate agreement. The company may disclose data as necessary to other companies during a potential business transaction.</p> <p>Data is disclosed to authorities based on legal requirements. Otherwise, the company does not disclose stored data to third parties without a separate agreement.</p> <p>Date of preparation: 23.3.2020 Updated: 4.12.2023</p>
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<b>9. Data Transfer Outside the EU or EEA</b>	Personal data is not transferred outside the European Union or the European Economic Area.
<b>10. Data Retention Periods</b>	The data is stored indefinitely. The data cannot be deleted as it pertains to essential and necessary personal data for access control related to Voimatel Ltd personnel and visitors, to ensure the security of the company's premises.
<b>11. Principles of Registry Protection</b>	<p>A Manual data</p> <p>The material must not be disclosed outside the Voimatel Group.</p> <p>B Computer-processed Data</p> <p>Service providers' databases and files are protected by standard technical methods used in electronic business. The stored data is physically located on the secured servers of the service providers used by Voimatel Ltd, which Voimatel Ltd staff do not have physical access to.</p> <p>Only authorized users of the service have access to registry data, which includes individuals representing Voimatel who have the right to view the stored data due to their position or duties. Additionally, designated primary users of the property owner may have access to registry data.</p> <p>Viewing the registered data requires a personal username and password from the user. All data in the registry is confidential.</p>
<b>12. Right of Inspection</b>	The data subject has the right to inspect their customer data in the registry. The request must be submitted in writing and addressed to the person mentioned in section 2.
<b>13. Right to Request Data Correction</b>	The data subject has the right to request the correction of incorrect data in the registry. The request must be submitted in writing and addressed to the person mentioned in section 2.
<b>14. Other Rights Related to Personal Data Processing</b>	We comply with the Personal Data Act and the requirements set by the Data Protection Regulation in all supplier and personal data processing activities.