

# SUPPLIER REGISTER

Preparation date: 16.5.2018

Updated: 8.6.2023, 31.1.2025

<b>1a Data Controller</b>	<p>Name: Voimatel Ltd (Business ID 1703917-1)</p> <p>Address: Microkatu 1, K-rappu, 70210 KUOPIO</p> <p>Other contact details (e.g., phone during office hours, email address): Vaihde: 0290 222 111</p>
<b>2 Contact Person for Registry Matters</b>	<p>Name: Financial Administration</p> <p>Address: Microkatu 1, K-rappu, 70210 KUOPIO</p> <p>Other contact details (e.g., phone during office hours, email address): taloushallinto@voimatel.fi</p>
<b>3 Data Protection Officer (if appointed)</b>	<p>Name: Voimatel/Tietosuojaavastaava</p> <p>Address: Microkatu 1, K-rappu, 70210 KUOPIO</p> <p>Other contact details (e.g., phone during office hours, email address): tietosuoja@voimatel.fi</p>
<b>4 Registry Name</b>	<p>Supplier Register</p>
<b>5 Purpose of Processing Personal Data</b>	<p>The register stores essential and necessary supplier and personal data related to the supplier relationship during its lifecycle with Voimatel Ltd.</p> <p>Registry data may be used for managing, maintaining, developing, and analyzing the supplier relationship between Voimatel Ltd and companies within the same group and the supplier.</p> <p>Supplier data is used for the needs of the enterprise resource planning system, subcontracting portal, quotation calculation, and maintaining and developing supplier relationships.</p> <p>Personal data of suppliers' employees is used for reporting construction notices required by the tax authorities.</p>
<b>6 Registry Data Content</b>	<p>The register includes the basic information of the supplier and the contact persons and employees of the supplier. The register stores the employee data of suppliers who work or may work at Voimatel's worksites.</p> <p>Supplier's Basic Information:</p> <ul style="list-style-type: none"> <li>• Supplier's name</li> <li>• Business ID</li> <li>• Supplier number</li> <li>• Address details</li> <li>• Payment transaction details</li> </ul> <p>Supplier's Contact Persons and Employees Information:</p> <ul style="list-style-type: none"> <li>• First and last name</li> <li>• Role in the supplier's company</li> <li>• Title</li> <li>• Tax number</li> <li>• Date of birth</li> <li>• Contact address</li> <li>• Mobile phone number</li> <li>• Email address</li> <li>• Internal comments by Voimatel</li> <li>• Education and qualification details</li> <li>• Experience details</li> </ul> <p>Preparation date: 16.5.2018 Updated: 8.6.2023</p>

<b>7 Regular Data Sources</b>	Supplier data is collected in writing and orally directly from suppliers and from public sources.
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<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.</p> <p>The company may disclose certain supplier data to potential representatives and subcontractors who provide services to the company where supplier data needs to be processed. Data may also be disclosed to customers as necessary to meet essential customer needs, such as ensuring the subcontracting chain at worksites. Additionally, the company may disclose data as necessary to other companies during potential business transactions.</p> <p>Data is disclosed to authorities based on legal requirements.</p> <p>Otherwise, the company does not disclose stored data to third parties without a separate agreement.</p>
<b>9 Data Transfer Outside the EU or EEA</b>	Supplier and 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 relates to ERP events.
<b>11 Principles of Registry Protection</b>	<p>A Manual Data</p> <p>Possibly printed supplier data is handled by authorized database users according to given data protection instructions. Printouts are stored and destroyed appropriately. The material must not be disclosed outside the Voimatel group.</p> <p>B Computer-processed Data</p> <p>The service provider's database and files are protected by standard technical and organizational methods used in electronic business. The stored files are 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. 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>	Suppliers and their contact persons and employees have the right to inspect the 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>	Suppliers and their contact persons and employees have 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 requirements set by the Data Protection Regulation in all supplier and personal data processing activities.