

Data file name: Customer and supplier data file

Data controller

Name: Are Oy

Address: Kaivokselantie 9, 01610 Vantaa

Other contact information: Phone: +358 20 530 5500, asiakaspalvelukeskus (at) are.fi, www.are.fi

Contact person for matters related to the data file

Name: Susanna Tarkiainen, assistant

Other contact information: +358 20 530 5500, gdpr (at) are.fi

Purpose of processing personal data

Personal data is processed based on an agreement between Are and its customer or supplier. Processing of personal data can also be based on legitimate interest or data subject's consent.

Personal data is processed in order to maintain, manage and develop customer and supplier relationships related to Are's services, to analyse data, to compile statistics, and to produce, provide and develop services. The data is processed, among others, for administering purchase and sales agreements, for customer service purposes, in sales invoicing, for managing purchase invoices, and in the procurement of contractor services and materials. Any information in the data file may also be used to market Are's or its partners' services.

Data content in the data file

Information we have on file on data subjects concerns their position, contact information, duties and other such information that are relevant for producing a service in accordance with Are's work orders or contractual obligations. If a data subject works for Are's subcontractor, Are shall collect identification data required for fiscal control purposes directly from the data subject.

Regular sources of information

Personal data is collected as submitted by the client of our property maintenance and contracting service or directly from the data subject. Data may also be collected automatically from the logs of e.g. access control systems and various other systems.

Regular disclosure of data

The data controller may disclose information within the restrictions set and required by current legislation to, among others, partners selected by the data controller for producing a service, unless the data subject has explicitly objected to such disclosure of their data.

Transfers of data out of EU or EEA

In certain situations, we may transfer personal data outside the EU/EEA. In such cases, we ensure data security by transferring information only to countries where the European Commission has concluded that the level of data protection is sufficient or to establishments that have the Commission's standard contractual clauses for the transfer of personal data or other security measures in place, as required by law.

Data file protection principles

The data security of all manually entered materials and data in the data file has been secured as required by law. Access is provided only to individuals who have been designated by Are and who need the data in their work. They access the data with user IDs and passwords.

The data is located in a closed network that has been secured technically by means of a firewall. Data subjects may review their personal data stored in the system, object to the use of their data or demand the removal or rectification of their data by contacting Are.

Right to review, object and rectify

As regulated in the Personal Data Act, the data subject has the right to review their personal data stored in the data file. Upon request by the data subject, we shall rectify and supplement the data as necessary and erase any information that is erroneous, redundant, insufficient or obsolete for the purpose of the processing. The data can be reviewed and updated by contacting the contact person responsible for matters related to the data file. The request must be made in writing and signed by the data subject.

The data subject has the right to object to the processing and disclosure of their data for direct advertising, remote sales and other direct marketing purposes, and for market surveys and opinion polls, by contacting the contact person for the data file.