

## **REGISTER DESCRIPTION**

### **1. Controller of the Register**

Puunjalostusinsinöörit ry (PI) / The Finnish Forest Products Engineers' Association and ForestBioFacts Publishing Oy  
Tekniikantie 4 C  
02150 Espoo

### **2. Contact Person for Register-related Matters**

Puunjalostusinsinöörit ry / Vera Hallikainen  
Tekniikantie 4 C  
02150 Espoo  
+358 40 132 6688  
info@puunjalostusinsinööri.fi

### **3. Name of the Register**

The administrative, stakeholder, and partner register of The Finnish Forest Products Engineers' Association and ForestBioFacts Publishing Oy.

### **4. Purpose of Processing Personal Data**

The purpose of processing personal data is communication, relationship management, and maintaining connections with individuals involved in PI's administration, stakeholders, and collaboration partners, as well as communication and marketing.

### **5. Data Content of the Register**

The register may contain the following information: a person's name, position, company/organisation, contact details (telephone number, email address, postal address), website addresses, invoicing details, and other information related to the cooperation relationship.

### **6. Regular Sources of Data**

Data stored in the register is obtained from individuals, for example through web forms, emails, phone calls, agreements, meetings, and other situations in which a person provides their information.

Contact details of representatives of companies and other organisations may also be collected from public sources such as websites, directory services, and other companies.

### **7. Regular Disclosures of Data**

Data will not be regularly disclosed to third parties. Information may be published to the extent agreed with the individual concerned.

### **8. Transfer of Data Outside the EU or the European Economic Area**

Data is not transferred or copied outside the EU or the EEA.

### **9. Principles of Register Protection**

The processing of the register is carried out with due care, and data processed through information systems is appropriately protected. When register data is stored on internet servers, the physical and digital security of the equipment is ensured accordingly. The controller ensures that stored data, as well as server access rights and other information critical to the security of personal data, are handled confidentially and only by employees whose job duties require it.

### **10. Right of Access**

A data subject has the right to inspect their personal data stored in the register and to receive copies upon request. Access requests must be sent to the person responsible for register matters (see section 2).

### **11. Rectification of Data**

The controller shall, on its own initiative or at the request of the data subject, correct, delete, or supplement any personal data in the register that is inaccurate, unnecessary, incomplete, or outdated for the purpose of processing. To request rectification, the data subject should contact the person responsible for register matters (see section 2).

If rectification or the right of access is refused, the data subject will receive a written certificate of refusal, and they have the right to refer the matter to the Data Protection Ombudsman at: Data Protection Ombudsman's Office, PO Box 315, 00181 HELSINKI. The Data Protection Ombudsman may issue an order to the controller to rectify the data.

### **12. Right to Object**

The data subject has the right to prohibit the controller from processing their personal data for direct marketing, other direct advertising, market or opinion research, as well as for the member directory. The objection must be made in writing and addressed to the person responsible for register matters (see section 2).