

## COMMUNICATIONS AND MARKETING REGISTER DESCRIPTION

### 1. Controller

Puunjalostusinsinöörit - Finnish Forest Products Engineers' Association (PI)  
/ Paperi ja Puu Ltd.  
Tekniikantie 4 C  
02150 Espoo, Finland

### 2. Party in charge of matters concerning the register

Puunjalostusinsinöörit - Finnish Forest Products Engineers' Association (PI)  
/ Communications  
Tekniikantie 4 C  
02150 Espoo, Finland  
+358 40 132 6688, info@puunjalostusinsinoorit.fi

### 3. Name of the register

The stakeholder register of Puunjalostusinsinöörit - Finnish Forest Products Engineers' Association (PI).

### 4. The purpose of the processing of personal data

The register can be used for marketing, direct marketing and targeting of marketing but not without the permission of the receiver. The registrant has the right to decline from the targeted marketing.

### 5. The data content of the register

The following data may be collected: name, address, email and other possible information given by the registrant.

### 6. Regular sources of data

The information of the subscribers of the newsletter and Paperi ja Puu magazine will be gathered in the form on the webpages or in the notification for the register keeper. Approval for subscribing the newsletter will be asked separately according to the data privacy policy.

### 7. Regular transfers of data

The data is used only by Finnish Forest Products Engineers' Association (PI) / Paperi ja Puu Ltd.

The data may only be transferred outside Finnish Forest Products Engineers' Association (PI) / Paperi ja Puu Ltd. without the registree's explicit consent regarding each instance of transfer if the transfer of data is directly linked to the activities of Finnish Forest Products Engineers' Association (PI) / Paperi ja Puu Ltd.

## **8. Transferring the data outside the EU or the European Economic Area**

The data can be transferred or copied outside the EU when the newsletter or customer register system that requires. In that case, the Privacy Shield instructions will be followed to protect the personal data.

## **9. The principles of the protection of the register**

The stakeholder register is protected from unauthorised access. The access credentials are administrated by an administrator appointed by Finnish Forest Products Engineers' Association (PI). All persons processing the data in the member register are obliged to observe professional secrecy. The system is protected by technological measures.

## **10. Data subjects' right to inspection**

Registrees shall have the right to inspect the data about them in the register and to get copy of it when asked. The request to inspection shall be addressed to the party in charge of matters concerning the register (cf. section 2).

## **11. Data rectification and right to prohibition**

Registrees shall have the right to request the rectification of inaccurate data and the right to be removed from the list of registrees. The controller shall rectify, erase or complete personal data in the register that is inaccurate, unnecessary, incomplete or obsolete regarding the purposes of processing upon the registree's request or on its own initiative. In order to have their data rectified, registrees must contact the party in charge of matters concerning the register (cf. section 2).

## **12. Right to decline**

The registrant has the right to decline any direct marketing, sales or research. Declining from these procedures must be done by contacting the party mentioned in section 2