**Privacy statement**

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| Name of register | **Hansel Oy Stakeholder Register** |
| Controller | Hansel Oy  PO Box 1386 (street address: Mannerheiminaukio 1 A)  00101 Helsinki  www.hansel.fi |
| Person responsible for the register | Chief Information Security Officer Terhi Siitonen  tel. +358 20 7444 200  asiakaspalvelu@hansel.fi |
| Legal basis and purpose for personal data processing | Hansel’s customers include the Government’s contracting entities referred to Act on Public Procurement and Concession Contracts such as ministries, the government agencies and institutions under ministries, and State commercial institutions. Data in the register is used for managing Hansel’s customer and supplier contracts.  The purpose of processing is to maintain the Stakeholder Register. The contact details for Hansel’s contact persons are saved in the register. Contact persons refers to the contact persons appointed by Hansel’s customers, suppliers, their subcontractors and possible legal counsel.  Processing of data is based on 1) the contractual or commission relationship the organisation represented by the person has with Hansel and in the case of legal counsel on the processing of pending claims in legal actions in which Hansel is involved with the other contractual party. The processing of personnel data is necessary in order for Hansel to be able to provide its services and to manage its contractual relationships. 2) Processing can also be based on permission by the data subject or the legitimate interest of the controller or a third party.  Personal data is used in customer service and targeted customer communications as well as in supplier management and the management of contractual relationships.  The legal basis for the processing of personal data is one of the following depending on the case in question:   * contractual relationship * customer relationship * processing of data on the basis of a pending legal action. |
| Content of register | The following information and changes to these:   * A person’s contact information: name, work address, phone number, work email, organisation and position. * Information on the customer relationship: for example invoicing data, information related to contracts, customer feedback and contacts. * Permits and permissions, such as a nondisclosure for marketing. * Other information collected with the permission of the user. |
| Standard data sources | Data is predominantly gathered from data subjects themselves, as well as from the organisation (customers and suppliers) the data subject represents. Data includes:   * Data gathered from the Hansel web service * Data updated over a contract period and provided by contact person for the contract in question * Data provided by customers when joining |
| Period for which the personal data are stored in the register | Personal data is stored for the duration of a contract period and customer relationship. Data that is no longer needed will deleted when a customer or contractual relationship comes to an end. Hansel regularly deletes outdated and incorrect information from the register.  Accounting materials must be stored pursuant to accounting legislation. |
| Standard disclosure of information | Customer details provided by customers upon joining Hansel will be disclosed to suppliers. As a rule, data is not disclosed for other purposes.  Data is not disclosed for the purpose of direct marketing |
| Transferring data outside of the EU or EEA | Data will not be transferred outside the EU and EEA except in the manner required by data protection and privacy legislation. |
| Principles of register protection | Only persons employed by Hansel who need the register in the scope of their duties have the right to access the Stakeholder Register. They have been provided user IDs and passwords to the register. The register is an internal information system only accessible by Hansel. |
| Right of access | The data subject has the right to access and inspect information in the register that applies to them and to request a copy of this information when necessary. Access requests should be addressed in writing to the register's contact person. Hansel may check to identity of the person requesting access. |
| Right to request the correction of data | The data subject shall have the right to request that erroneous information in the file is corrected. Correction requests should be sent in writing to the register's contact person. The data subject must give detailed information on which information he or she is requesting corrections to and why, what information the data subject feels is correct and in what way the corrections should be implemented. Hansel may check to identity of the person requesting corrections. |
| The data subject’s other rights relating to the processing of personal data | The data subject shall have the rights provided to him or her by the General Data Protection Regulation including the right to prohibit the controller from processing data that applies to him or her in relation to direct advertising, distance sales and other direct marketing or market and opinion surveys. |
| Right to lodge a complaint with a supervisory authority | The data subject shall have the right to lodge a complaint with the national supervisory authority on the processing of his or her personal data. |
| Changes to this privacy statement | Hansel continuously develops it services and systems and, for this reason, reserves the right to update and make changes to this privacy statement. Hansel will provide information on its website of any possible larger changes. |
| Other information | For more information on the personal data collected by the website and their use, see the Data Protection Practices section on the Hansel website. |