

COMBINED PRIVACY POLICY, DATA FILE DESCRIPTION AND INFORMATION DOCUMENT

EU Data Protection Regulation (EU) 2016/679

1. Controller Name, Business ID, Address, Email	Hamina LNG Oy, Business identity number 2696139-5 Reutsinkatu 12, 49400 Hamina, Finland info@haminalng.fi
2. Contact person in matters concerning the data file Name, Address, Telephone, Email	Tuula Liukko Reutsinkatu 12, 49400 Hamina, Finland +358 40 827 8609, tuula.liukko@haminalng.fi
3. Name of data file	Hamina LNG Oy's customer register
4. Purpose of processing of personal data	<p>The personal data on Hamina LNG Oy's customers is used in accordance with the Data Protection Regulation:</p> <ul style="list-style-type: none">- for the management and development of the customer relationship between Hamina LNG Oy and its customers- for the maintenance, provision, development and delivery of Hamina LNG Oy's products and services and for the performance of Hamina LNG Oy's internal and external duties related to the products and services- for the marketing of products and services- for the control and recovery of payments. <p>Customer data may be disclosed to Hamina LNG Oy's service providers, with whom an agreement has been made on managing the services related to Hamina LNG Oy's customer relationship. The service providers are required compliance with the data protection and confidentiality regulations in accordance with legislation and industry guidelines. It is the responsibility of the processor to process personal data in accordance with the controller's wishes and to report any derogations to the controller.</p>
5. Data content in data file	<ul style="list-style-type: none">- Name of company- Name of contact person- Contact information on the contact person, such as telephone number and email address- Information pertaining to customer classification- Information pertaining to the use of customer's services

6. Regular sources of data	<p>As a rule, the information is obtained from the data subjects themselves, for example, by e-mail, through the contact form on Hamina LNG Oy's website, by telephone or in other similar manner.</p> <p>The data file is updated in connection with customer requests for quotations, orders, contracts or other relevant contacts.</p> <p>The information in the data file can also be updated from external data sources, such as the register of Suomen Asiakastieto Oy or a register maintained by an authority, such as the trade register.</p> <p>All contacts by customers with Hamina LNG Oy can be saved.</p>
7. Regular disclosure of data	<p>As a rule, no information is disclosed to outsiders from Hamina LNG Oy's customer register. Information may be disclosed to public authorities as required by valid legislation.</p> <p>Information may be transferred to Hamina LNG Oy's partners, service providers or subcontractors in accordance with the purpose of the register.</p>
8. Transfer of data to outside the EU or EEA	<p>No register information is transferred to outside the EU or EEA.</p>
9. Principles of data file protection A. Manual material B. Information processed electronically	<p>A. Manual material Manual material must be treated so that it is not disclosed to third parties. Obsolete or otherwise unnecessary material will be destroyed in accordance with the instructions concerning the destruction of documents.</p> <p>B. Information processed electronically The information in the customer register is collected into databases that are protected by firewalls, passwords and other technical means. Only persons employed by Hamina LNG Oy or parties authorised by it, who need the information in the course of their work, have access to the information. Hamina LNG Oy requires its personnel and partners to commit themselves to the confidentiality of customer information. They have access to usernames and passwords.</p>
10. Right to verify, ban processing and rectify information	<p>In accordance with the Data Protection Regulation, the data subjects have the right to verify the data concerning them and to request the rectification of erroneous information in the data file.</p> <p>Requests for verification and rectification as well as notifications of the exercising of the ban on processing must be sent in writing and provided with signature to the contact person mentioned under item 2. A request for verification may also be made in person to the controller.</p>
11. Data file description	<p>This data file description is available online on Hamina LNG Oy's website at www.haminalng.fi</p>