

Kaukokiito real estate visitor register

Privacy statement

Updated
28.11.2024

Registrar

Suomen Kaukokiito Oy (0114330-2)
Teollisuustie 7
Tampere
33330
0105100

Contact person in matters concerning the register

Marjo Viitala
Teollisuustie 7, 33330 Tampere, Finland
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tietosuoja@kaukokiito.fi

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Basis for processing personal data

Visitor information is stored in the visitor management system with the information that the person saves upon entering the system.

The purpose of processing personal data is to improve visitor experiences, to make lobby services more efficient activities and to document and maintain information about the visitors who have visited and possibly of the given safety trainings.

Basis of legitimate interest

The legal basis for the processing is the consent.

Recipients and recipient groups

Personal data is received by the controller's personnel and the outsourcing partner of the software as applicable.

Consent

The customer gives his consent to the collection of personal data by logging into the visitor system. The consent may be withdrawn by notifying the registry's contact person at tietosuoja@kaukokiito.fi

Data content of the register

The visitor registers her own information and the following personal data can be collected in the register:

- First name and last name of the person
- Represented company
- Photo
- Telephone number
- Job description
- Email address
- Country
- Vehicle registration number
- Additional information provided by the visitor
- Information about the visit, such as the time and the host of the visit

Regular sources of information

The information recorded in the register is entered by the guests themselves or by possible lobby staff and based on advance notices from the staff.

Personal data retention period

The data in the personal register is stored for 12 months, after which the automation deletes the data.

Regular transfers of information

The data controller does not forward the data to third parties. Data processing technical due to implementation, some of the data may be physically located on the server of an external subcontractor, from where they are processed with the help of a technical access connection.

Data transfer outside the EU or EEA

Personal data is not disclosed outside the European Union or EEA.

Principles of registry protection A: Manual material

No manual registry data.

Principles of register protection B: Electronic material

The data is stored in the automated Respa visitor management system. Data of registrants is stored for 12 months, after which the data is deleted. Personal data is stored confidential. The information is collected in databases located on a secure server.

The databases are protected by passwords and other technical means. Requirements for using the register passwords are only issued to persons authorized to use the register.

In the protection and processing of the data in the register, the provisions of the Data Protection Act and principles are followed. We always comply with the regulations of the authorities and good data processing practices.

Automatic processing and profiling

Personal data is not automatically processed or profiled.

Inspection right, i.e. the right to get access to personal data

Data subjects have the right to access the information that has been registered about them. The right of access request must be submitted in Finnish or English writing by contacting the register contact person (tietosuoja@kaukokiito.fi) or the controller's customer service (info@kaukokiito.fi). The right of access request must be signed.

The right to demand correction of information

Based on the registrant's individualized written request, we will make the necessary corrections or additions to the personal data and we remove incorrect, unnecessary, incomplete or outdated information. See the instructions above "Right of inspection"

The rectification of the data is reported to the party from which the incorrect data was obtained or disclosed to.

The person responsible for the register provides a written certificate of the refusal to rectify the data, which states the reasons for the refusal. The party concerned may refer the refusal to the Data Protection Ombudsman for a decision.

The right to file a complaint with the supervisory authority

If you deem that your personal data has been processed in breach of the General Data Protection Regulation, you have the right to lodge a complaint with the supervisory authority.

The complaint can be lodged also in the Member State where you have your permanent place of residence or workplace.

Contact details of the national supervisory authority: The Office of the Data Protection Ombudsman
PO Box 800, Ratapihantie 9, 00521 Helsinki, Finland

tel. +358 (0)29 566 6700

tietosuoja@om.fi

<https://tietosuoja.fi/en/home>

Other rights related to the processing of personal data

The data subject has the right to prohibit the disclosure and processing of their data for direct marketing and other marketing, the right to request for the anonymization of their data, where applicable, and the right to be forgotten.