

## Description and data protection file according to Section 10 of Personal Data Protection Act (523/1999)

### 1. Controllers

Name and address Nordic Waterproofing Oy  
Rälssitie 6, 01510  
Phone number/switchboard 010 851 1000

### 2. Person responsible for registration matters

Name Director, material sales  
Jari Väisänen  
Tel. 0400 673 226  
Address Itkonniemenkatu 29 e, 70500 Kuopio  
Email first name.last name@kerabit.fi

3. Register's name Kerabit marketing register

### 4. The basis for registering data and purpose of use

Primary basis for registering data is a business relationship to the controller. Registration can also be made in case you belong to an explicit target group for our products or services. Data to be registered and collected is used for the management, revision and development of business relationships, for business development, marketing and statistical purposes, amongst others. Data can also be used for the marketing of services and products of companies which belong to the same group with the controller.

### 5. Data to be registered

The register includes data in the following groups

#### 5.1 Contact information:

- First and last names / company name
- Address information / company address
- Contact phone numbers
- Contact fax numbers
- Contact emails
- Organisation
- Eventual address of the company's or the private person's web pages
- In case of companies, name of the contact person and his/her functions in the company

### 6. Regular sources of information

The systemic information is accrued in connection with the registration of customers and on the basis of customer feedback and information included in order documents and contracts. Information is received also via postal service's mail service, telephone catalogues and from directory enquiries. Information to be registered is updated on the basis of notifications made by the customer to the controller.

## 7. Disclosure of data to third persons

Registered data can be disclosed only on the basis of a disclosure obligation mandated by an Act, for instance an official request mandated by an Act, or at the customer's own request. Address information can be disclosed to a third person for purposes of mailing tasks authorised by the controller. The disclosure of information shall take place according to the law by using the most appropriate means while observing data protection, e.g. electronically. Data shall not be disclosed outside the EU or the European Economic Area.

## 8. Period for data retention

Information stored in the register will be retained as long as there is a relevant connection between the data and the controller's purpose of use which is defined in the register.

## 9. Protection of the register

Data and order systems using customer and supplier register have been duly protected by means of the operating system's protective software. Entry into the system requires the input of a login and a password. Systems are also protected by firewalls and other technical means. Persons processing the register have a personal right to use given by the controller, and this right is given only to persons whose work assignments include the processing of such information.

The controller's personnel as well as third persons working on behalf of the controller are bound by the secrecy obligation regarding customer data according to Section 33 of the Personal Data Act.

## 10. Right of access of the data subject and request for rectification

Data subjects have the right of access according to Section 26 of the Personal Data Act to the data on him/her by making a request to this effect to the controller by means of a personally signed document. A data subject has the right to prohibit the controller from processing his or her personal data for purposes of direct advertising, distance selling, other direct marketing and market research and opinion polls. In requests for access and prohibitions the data subject may contact the contact person below.

Request for access or rectification is to be sent in writing to the following address:

Nordic Waterproofing Oy  
Kirsi Rahkonen  
Rälssitie 6  
01510 Vantaa

## 11. Right to prohibit processing

The customer has the right to prohibit the processing of his or her personal data for purposes of distance selling, direct advertising and for market research and opinion polls.