

DATA PROTECTION NOTICE

1 GENERAL

The purpose of this notice is to provide privacy information required by the EU General Data Protection Regulation (hereinafter "GDPR") to the data subject.

2 THE DATA CONTROLLER AND CONTACT DETAILS

Normet Group Oy acts as the data controller in accordance with this data protection notice.

The contact person of the controller and contact details in relation to customer and supplier data matters can be communicated in the initial phases directly through to GDPR@normet.com

3 THE NAME OF THE REGISTER

This notice covers personal data processing relating to Normet's customer and supplier register. Data subjects with regard to this processing are Normet's customer's or supplier's contact persons.

4 THE PURPOSE OF PROCESSING AND APPLICABLE LEGAL BASIS FOR PROCESSING

The following table provides a summary of the purposes of use and the applicable legal basis as well as the categories of personal data being processed.

Purpose of Use	Legal Basis	Categories of Personal Data
Managing the customer or supplier relationship and marketing Normet's services	Legitimate interests	Contact information (such as phone number, address and email address) and job title/position of Normet's customer's (or potential customer's) or supplier's (or potential supplier's) contact persons

5 RETENTION PERIOD OR THE CRITERIA USED TO DETERMINE THAT PERIOD

Necessity for processing personal data will be evaluated on a regular basis and unnecessary data will be deleted.

Mainly, personal data will be processed for the duration of the customer or supplier relationship or for as long as the contact person acts in a relevant position in Normet's customer's or supplier's company. Personal data may, however, be processed for longer periods if it is necessary in individual cases due to e.g. claims or applicable laws.

6 RECIPIENTS OR CATEGORIES OF RECIPIENTS OF PERSONAL DATA

Subject to applicable laws, personal data may be transferred or disclosed within Normet Group to other group companies, some of which may be located outside the European Economic Area ("EEA"). Prior to transferring personal data outside the EEA, the relevant group companies will enter into a data transfer agreement incorporating the EU Commission Standard Contractual Clauses (see further information at EU Commission's [website](#)).

Additionally, Normet may transfer or disclose personal data to authorities, where required to do so by applicable laws.

7 TRANSFERS OF PERSONAL DATA

The data controller uses subcontractors in the processing of personal data, some of which are located outside the EEA. Where personal data is transferred to subcontractors located outside the EEA, Normet will enter into a data transfer agreement incorporating the EU Commission Standard Contractual Clauses with the subcontractor (see further information at EU Commission's [website](#)).

In order to ensure the protection and security of data, the controller makes the appropriate contract required by the GDPR with the subcontractors used for processing data.

8 SOURCES OF COLLECTING PERSONAL DATA

Personal data is collected from Normet's customers and suppliers and from the data subjects. Personal data may also be collected from public sources, such as Normet's customer's or supplier's (or potential customer's or supplier's) websites and similar public sources.

9 RIGHTS OF THE DATA SUBJECT

9.1 Right of Access and Data Portability

The data subject has the right to receive confirmation from the data controller as to whether or not personal data concerning him or her is being processed, or whether personal data has been processed. Where the data controller processes personal data concerning the data subject, the data subject has the right to receive the information contained in this document and a copy of the processed personal data. The controller may charge a reasonable administrative fee for any additional copies requested by the data subject. If the data subject makes the request by electronic, the information shall be provided in a commonly used electronic form, unless otherwise requested by the data subject.

9.2 Right of Rectification, Right of Erasure and the Right to Object to Processing

The data subject also has the right to obtain from the controller the rectification or erasure of personal data concerning him or her and the right to prohibit the processing of personal data for direct marketing purposes. In certain cases, the data subject has also the right to request from the controller restriction of processing of personal data or otherwise object to processing.

9.3 The Right to Withdraw Consent

In situations where the controller processes personal data of the data subject on the basis of his or her consent, the data subject has the right to withdraw his or her consent. The withdrawal of consent does not affect the legality of the processing that has happened prior to the said withdrawal.

9.4 The Right to Lodge a Complaint to the Supervisory Authority

In the case that the data subject finds the processing of his or her personal data unlawful, he or she has the right to lodge a complaint with a supervisory authority.

9.5 Using the Rights

All the requests mentioned here shall be provided to the above-mentioned contact person of the controller.

10 SECURITY OF PROCESSING

Only persons within the Normet group, whose employment tasks include responsibilities relating to the personal data, have access to the data and user rights for adding and modifying the information.

Appropriate access control is arranged in the business premises. IT systems and work equipment, such as the computers are protected with, inter alia, password, firewall, regular security updates and SSL / encrypted connections. The storage of documentation containing personal data is securely arranged.