

REGISTER DESCRIPTION

Certificate Register

1. Controller: PEFC Finland - Finnish Forest Certification Association Elimäenkatu 17-19 00510 Helsinki email: pefcmerkki@pefc.fi
2. Register name: PEFC Certificate Register
3. Legal basis and purpose of processing personal data
The register may contain the following personal information:
 - First name, last name, work email address, and phone number
 - Membership in mailing groups

The information stored in the register is obtained either from the registered person themselves or from the certification company. Personal data is kept for as long as necessary to perform the task specified in the register description. Outdated information is updated, and unnecessary information is deleted.

The processing of personal data is carried out by the staff of PEFC Finland.

There is no automated decision-making or profiling.

Personal data in the certificate register is used to maintain the international PEFC certificate database and manage the use of the PEFC logo and for communication purposes.

Due to the technical implementation of data processing, the data may be located on external partners' or subcontractors' servers or devices, where they are processed using technical connections.

The register's information is made available to PEFC International in Geneva, Switzerland, where the international register and database of PEFC certificate holders are maintained.

4. Protection of personal data and register

Documents are stored in an electronic system. The register's data is on a secure server accessible only by username and password. Only PEFC Finland staff and the technical maintenance of the service provider acting as a subcontractor have access. On the website, information is protected with an SSL-secured connection and other necessary methods. PEFC Finland's workspaces, where workstations using applications are located, are locked and monitored.

5. Right of inspection and the right to request the correction or removal of personal data from the register

The registered person has the following rights to their personal data:

- To see the personal data concerning them
- To ask the controller to correct incomplete or inaccurate personal data
- To ask the controller to delete personal data

Questions and requests regarding processing can be addressed to the PEFC Finland office. The registered person has the right under the data protection regulation to lodge a complaint

with the supervisory authority if they consider that the processing of their personal data violates the data protection regulation.

6. Other rights related to the processing of personal data

PEFC has the right to remove personal data from the register when they receive information from the certification company about the revocation of the certificate or the revocation of the PEFC logo.

7. Right to change the register description/privacy policy

The Finnish Forest Certification Association has the right to change this privacy policy as needed. Changes may also be based on changes in legislation.

8. Contact details, see section 1