

**PRIVACY POLICY**

**Date: 12 April 2018**

**EU General Data Protection Regulation, Articles 13 to 14**

<p><b>1. Controller</b></p>	<p>Finavia Corporation Business ID: FI23025702 Street address: Lentäjätie 3, 01530 Vantaa Postal address: P.O. Box 50, FI-01531 Vantaa, Finland Telephone (exchange): +358(0)20 708 000</p>
<p><b>2. Point(s) of contact in matters related to the register</b></p>	<p>Tiina Lilja, assistant, P.O. Box 50, FI-01531 Vantaa, tel. +358(0)20 708 3211, <a href="mailto:tiina.lilja@finavia.fi">tiina.lilja@finavia.fi</a></p>
<p><b>3. Data protection officer</b></p>	<p>Contact information for Finavia Corporation's data protection officer: Email: <a href="mailto:tietosuojavastaava@finavia.fi">tietosuojavastaava@finavia.fi</a> Telephone: +358 20 708 2828</p>
<p><b>4. Name of the register</b></p>	<p>Companies interested in the business premises of Helsinki Airport</p>
<p><b>5. Purpose and legal basis for processing personal data</b></p>	<p>The purpose of processing personal data is to collect the contact information of entrepreneurs interested in the business premises, so that they can be contacted when a suitable space becomes available.</p> <p>The legal basis for processing is the data subject's consent.</p>
<p><b>6. The recipients of the personal data</b></p>	<p>The data will not be disclosed to parties outside Finavia and they will not be used for any other commercial purposes than those connected to renting of the business premises at Helsinki Airport.</p>
<p><b>7. Data content of the register</b></p>	<p>Data recorded concerning the data subject:</p> <ul style="list-style-type: none"> <li>- name</li> <li>- company</li> <li>- company's field of operation</li> <li>- company website</li> <li>- email address.</li> <li>- Telephone number.</li> <li>- additional information and a detailed description of the company's operations</li> </ul>
<p><b>8. Data sources</b></p>	<p>The data will be collected from the data subject through a contact form available on Finavia's website: <a href="https://www.finavia.fi/en/form/liiketilat">https://www.finavia.fi/en/form/liiketilat</a></p>

<p><b>9. Disclosure and transfer of data to countries outside the European Union or the European Economic Area</b></p>	<p>The personal data in the register will not be disclosed or transferred outside Finavia or outside EU/EEA.</p>
<p><b>10. The period of time for which the data are stored</b></p>	<p>The personal data in the register will be stored for 12 months, after which the data will be erased.</p>
<p><b>11. Principles of data protection</b></p>	<p>The personal data in this register are protected with technical and organisational measures against unauthorised and/or unlawful access, alteration and destruction or any other processing, including the unauthorised disclosure and transfer of data in this register.</p> <p>The data will be stored in digital systems that are protected with firewalls, passwords and other appropriate technical measures. Only specified persons working for Finavia and other specified persons who require these data for their duties have the user rights to the register. All persons with access to the register data are bound by confidentiality.</p> <p>Finavia Corporation follows thorough data security requirements in the access management and control of its IT systems. Employees who process the data in this register as a part of their assignments will receive regular training and instructions in matters related to data protection and data security.</p>
<p><b>12. Right of inspection and its execution</b></p>	<p>After reporting the matters required for locating the information, a data subject has the right to know which data concerning them has been recorded in this register or if there are no data concerning them in the register. At the same time, the controller will report the register's regular data sources to the data subject and explain for what purposes the registered data is used and regularly disclosed for.</p> <p>If a data subject wishes to inspect data concerning them as described above, they must present a request for this to the point of contact determined in section 2 of this privacy policy by a document verified with the data subject's own signature or with a similar verification.</p>
<p><b>13. Right to transfer data from one system to another</b></p>	<p>When the data subject has delivered the controller their personal data in an organised, commonly used, machine-readable format, they have the right to transfer their personal data to another controller, if;</p> <ul style="list-style-type: none"> <li>a) the processing is based on the data subject's consent or an agreement between the controller and the data subject, and</li> <li>b) the processing is done automatically, and;</li> <li>c) the transfer is technically feasible.</li> </ul>
<p><b>14. Right to withdraw consent</b></p>	<p>If the processing of personal data is based on a consent given by the data subject, the data subject has the right to withdraw their consent at any time. The request concerning the withdrawal of consent must be made with a document verified by the data subject's signature or with similar verification, and it must be delivered by email to the person determined in section 2 of this privacy policy. Personal data processing that took place prior the withdrawal</p>

	of consent will not, however, become unlawful even though consent is withdrawn.
<b>15. Right to rectification and erasure of data and right to restrict processing</b>	<p>Upon the data subject's request, the controller must, without any undue delay, rectify, erase or complement any registered personal data that is erroneous, unnecessary, incomplete or outdated with regard to the purposes of processing. The controller must also prevent the spreading of such data, if the data in question may endanger the data subject's privacy or their rights.</p> <p>Upon the data subject's demand, the controller must restrict the processing, if the data subject has denied the accuracy of their personal data or if they have presented a claim about unlawfulness of processing and objected to the erasure of their personal data, instead demanding the restriction of data processing. The controller must also restrict processing in situations where the controller no longer needs the personal data for the purposes of processing, but the data subject reports that they will need them in order to draft, propose or defend a legal claim. Additionally, the controller must also restrict the processing in a situation where the data subject has objected to the processing of their personal data under GDPR while waiting decision on whether the controller's legitimate grounds for processing will replace the grounds presented by the data subject. If the controller has restricted processing based on the grounds above, the controller must notify the data subject of this before the restriction concerning the processing will be lifted.</p> <p>Any requests for rectification must be presented to the point of contact determined in section 2 of this privacy policy.</p>
<b>16. Right to lodge a complaint</b>	The data subject has the right to lodge a complaint with the competent supervisory authority, if Finavia Corporation has not adhered to the applicable privacy policy regulations in its operations.
<b>17. Contact</b>	<p>The data subject must send all the requests concerning their rights in writing or by email to the point of contact specified in section 2 of this privacy policy.</p> <p>Finavia Corporation may request the data subject to specify their request and verify their identity before processing the request. Finavia Corporation may refuse to execute the request under the basis determined in the applicable law.</p> <p>Finavia Corporation will respond to these requests within one (1) month of the request, unless there is a specific reason for changing the response period.</p>
<b>18. Automatic decision-making and profiling</b>	The register data will not be used for automatic decision-making or for profiling the data subjects.
<b>19. Altering the privacy policy</b>	Finavia Corporation develops its business operations continuously and therefore reserves the right to alter this privacy policy by reporting it on its website. These changes may also be based on altered legislation. Finavia Corporation recommends the data subjects to read through the privacy policy regularly.