

Helvar Oy Ab

CAMERA SURVEILLANCE PRIVACY NOTICE (UPDATED 22.03.2022)

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1 PROTECTION OF YOUR PRIVACY

Your privacy is important to us. We are committed to protecting your privacy and we adhere to Finnish legislation regulating the processing of personal data and data protection. We process the camera surveillance video footage in accordance with this Privacy Notice.

In this Privacy Notice, you will also find information on how to exercise your rights in relation to the processing of your personal data. If you have any questions about the processing of your personal data, you can always contact us in accordance with the instructions in sections 2 and 8.

2 CONTROLLER DETAILS

The name of the personal data register is Helvar's recording camera surveillance system ("Camera Surveillance System").

The controller of your personal data is Helvar Oy Ab (later on "we" or "Helvar") (Business ID: 1761136-9), Keilaranta 5, 02150 Espoo, Finland.

The person responsible for the register and the contact person:

Person in charge: IT Service & Operations Lead, +358 9 56541, helvar@helvar.com

3 FOR WHAT PURPOSES DO WE USE YOUR DATA?

Helvar processes camera surveillance footage based on Helvar's legitimate interest. In accordance with Section 16 of the Act on the Protection of Privacy in Working Life (759/2004), the purpose of processing the video footage contained in the Camera Surveillance System is to:

- ensure the personal security of employees, customers and other persons on Helvar's premises;
- protect property; and
- prevent and investigate situations that endanger safety or property.

Helvar will inform about the camera surveillance with visible signs in premises where camera surveillance is being carried out.

4 WHAT INFORMATION DO WE COLLECT ABOUT YOU?

The Camera Surveillance System includes the footage recorded in the outdoor areas and near the entrance by the cameras belonging to Helvar's recording camera surveillance system.

This footage includes, inter alia, the video recording of the surveillance camera, the recording time, the recording location and the data collected from the footage, such as the registration number of a vehicle.

5 HOW DO WE SECURE THE TECHNICAL PROTECTION OF THE REGISTER?

Personal data will be kept confidential. We comply with good data management practices and the duty of care and protection under the GDPR, and we take all reasonable steps to ensure that your privacy will not be violated at any stage of the processing of your personal data.

We protect the recordings in a way that prevents inappropriate and unauthorised use. The footage is stored in a secure, local place, accessible only to specifically authorised persons whose work requires them to process personal data. When processing the Camera Surveillance System's footage, we carry out necessary technical and organisational measures, such as access restrictions and passwords.

6 TO WHOM MAY WE DISCLOSE YOUR PERSONAL DATA?

Personal data is not regularly disclosed outside the Camera Surveillance System. If required by law or statutory orders, video footage may be disclosed to third parties. Personal data can be transferred to subcontractors and service providers that process personal data on behalf of Helvar, such as the security company.

We do not disclose or transfer personal data of data subjects outside the European Union or the European Economic Area without a legal basis.

7 FOR HOW LONG DO WE RETAIN YOUR PERSONAL DATA?

We will only retain the video footage from the Camera Surveillance System for as long as the footage can be considered necessary to fulfil the purposes of the camera surveillance and depending on the available storage capacity of the Camera Surveillance System. However, the footage will be destroyed one year after the end of the recording at the latest, unless Helvar has a legal basis for a longer storage period.

8 WHAT RIGHTS DO YOU HAVE?

You have the right to inspect the personal data concerning you in the Camera Surveillance System and to request rectification of inaccurate data. You also have the right to delete the personal data concerning you from the Camera Surveillance System under certain circumstances.

You can contact us at any time if you have any questions about the processing of your personal data or the exercise of your rights. We aim to resolve all issues relating to the processing of your personal data with you personally. However, you can always file a complaint with the Finnish Data Protection Ombudsman if you feel that we violate the applicable data protection legislation when processing personal data. The contact information of the Finnish Data Protection Ombudsman: <https://tietosuoja.fi/en/contact-information>