

Privacy Policy / APPENDIX 1, 22 March 2023

EU General Data Protection Regulation (2016/679), Articles 13 and 14

Rights of the Data Subject and Their Implementation in Personal Data Registers Belonging to TT Botnia Oy and YritysBotnia Oy

The European Union's General Data Protection Regulation (2016/679) ensures different kinds of rights for a person (= data subject) whose data is processed. The rights are enforced in different manners depending on the grounds for processing. A person has the right to know e.g. whether their personal data is being processed and what type of data is being processed as well as the right to request access to their personal data. Moreover, the person has the right to request the rectification of inaccurate data.

Right of Access

A person has the right to know whether their personal data is processed in registers and what kind of personal data has been saved in registers. TT Botnia will provide such data as soon as possible and without undue delay at the request of the data subject. The time limit for providing information or additional information related to the information request is one (1) month after receiving the request. If the information request is exceptionally extensive and complex, the time limit may be postponed by two (2) months.

As a rule, the data subject's information shall be provided free of charge. However, TT Botnia may charge a reasonable fee based on administrative costs if multiple copies of the information are requested. If the data subject's request is manifestly unfounded or excessive, TT Botnia is entitled to charge a fee corresponding to the administrative costs of fulfilling the request or wholly refuse the request. In such a case, TT Botnia bears the burden of demonstrating the manifestly unfounded or excessive nature of the request.

If TT Botnia refuses to provide information, it shall issue a written certificate of refusal. In addition, we shall inform the data subject of his/her right to judicial remedies, e.g. of the possibility of lodging a complaint with the Supervisory Authority.

Right to Rectify Data

A person has the right to demand that incorrect, inaccurate, and incomplete personal data concerning him/her is rectified or completed without undue delay. Data is always completed in accordance with the processing purpose of personal data.

If TT Botnia refuses the data subject's request, we will issue a written certificate stating the grounds for refusal. In addition, we shall inform the data subject of his/her right to judicial remedies, e.g. of the possibility of lodging a complaint with the Supervisory Authority.

Right to Erasure of Data

In certain cases, the data subject has the right to have data concerning him/her removed from TT Botnia's registers. However, this right does not apply if the processing of data is necessary for compliance with a legal obligation. TT Botnia's archiving plan and data retention periods as required by law are adhered to in the storage and erasure of personal data.

Privacy Policy / APPENDIX 1, 25 May 2018

EU General Data Protection Regulation (2016/679), Articles 13 and 14

Right to Restriction of Processing

A person has the right to request the restriction of processing of personal data concerning him/her until his/her data has been duly inspected and rectified or completed.

Right to Data Portability

This right shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. As a result, this right shall not apply, as a general rule, to TT Botnia's personal data registers.

Right to Object

A person has the right to object to the processing on grounds relating to his/her personal and particular situation, if the data is processed for the performance of a task carried out for reasons of public interest. In this case, the data can be further processed only if there are compelling, legitimate, and demonstrable grounds for the processing.

Right to Lodge a Complaint with an Authority

A person has the right to lodge a complaint with the Supervisory Authority of his/her habitual residence or place of work, if the person considers that the processing of personal data relating to him/her infringes the European Union's General Data Protection Regulation (2016/679). In addition, the person has the right to use other administrative or judicial remedy. The person shall also have the right to bring proceedings against the data controller or the organisation processing the personal data before a court if he/she considers that the processing of his/her personal data infringes the General Data Protection Regulation

How are the Rights Exercised?

Forms for requesting rectification or information as well as their instructions for completion are available on TT Botnia's website, <https://www.ttbotnia.fi>