

MAPER OY  
33420 TAMPERE

## PRIVACY POLICY OF MAPER OY

This privacy policy is drafted in accordance with the EU General Data Protection Regulation (GDPR).

### 1. Data Controller

**Company:** Maper Oy  
**Business ID:** 3312926-5  
**Address:** Kuukuja 12, 33420 Tampere, Finland  
**Phone:** +358 (40) 867 3440  
**Email:** myynti@maper.fi

### 2. Contact Person for Data Protection Matters

**Name:** Matti Tervämäki  
**Phone:** +358 (40) 867 3440  
**Email:** matti.tervamaki@maper.fi  
**Address:** Maper Oy/Matti Tervämäki, Kuukuja 12, 33420 Tampere, Finland

### 3. Register Names

Maper Oy maintains the following registers:

- Customer Register
- Supplier Register
- Employee Register
- Access Control Register

### 4. Purpose of Processing Personal Data

Personal data is processed to fulfill obligations defined by law, contracts, or authorities.

#### **Customer and Supplier Registers:**

Personal data is processed to manage and analyze customer and supplier relationships, produce services, develop and plan business operations, and for marketing and communication purposes, including digital formats.

#### **Employee Register:**

Personal data of individuals who have signed employment contracts is processed to fulfill obligations defined in the employment agreement, based on the Finnish Employment Contracts Act (2001/55, especially Chapter 2).

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**Access Control Register:**

The obligation to provide employee information arises when an employee signs a contract with Maper Oy. As of December 3, 2025, Maper Oy operates one facility located at Kuukuja 12, 33420 Tampere.

## 5. Data Content of the Registers

**Employee Register:**

Contains the following information:

- First and last names
- Personnel number
- Finnish personal identity code or date of birth
- Home address, phone number, and email address
- Employment-related details
- Details about the nature of the employment relationship
- Taxation-related information

**Customer and Supplier Registers:**

May include:

- First and last names
- Contact details (postal address, phone number, email address)
- Start and end dates and method of customer or supplier relationship
- Direct marketing permissions and prohibitions
- Business ID (companies) or personal ID
- Data related to the use of digital services (e.g., newsletter subscriptions)
- Marketing and sales promotion data, such as targeted marketing actions and participation in them

For customers and suppliers who have purchased products or services, additional data may include:

- Customer number
- Billing and collection information
- Contact persons (name, phone, email)
- Details related to customer or supplier relationship management and communication

**Access Control Register:**

Contains the following information about employees:

- First and last names
- Date of birth
- Tax number
- Login times and locations (when using mobile devices, with employee permission)
- Biometric data (e.g., fingerprint identifiers)

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## 6. Regular Data Sources

### Employee Register:

Data is collected directly from the registered individual.

### Customer and Supplier Registers:

Data is collected from the registered individual, various services used by the individual, and during sales or marketing activities. Updates may also be sourced from partners, authorities, or companies offering data-related services.

### Access Control Register:

Data is collected directly from the individual through the access control system or methods defined by the main contractor.

## 7. Regular Data Disclosures

Data may be disclosed:

- To authorities or other entities as required by law.
- During corporate transactions, to buyers if Maper Oy sells or restructures its business.
- To selected partners acting on behalf of the data controller under contractual agreements. Partners cannot process the data for their own purposes.

## 8. Data Transfers Outside the EU/EEA

Data is not transferred outside the EU or EEA unless necessary for the purposes of processing or technical implementation. In such cases, transfers comply with GDPR requirements.

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## 9. Data Protection Measures

### A. Manual Data:

Physical records are stored securely in locked facilities and accessed only by authorized personnel. Documents are printed only when necessary and destroyed after use.

### B. Electronic Data:

Data is protected using firewalls, passwords, and other commonly accepted technical safeguards. Only authorized personnel have access to the data based on granted permissions.

## 10. Exercising Data Subject Rights

Data subjects have the right to inspect the personal data stored about them. Necessary corrections, updates, or deletions of incorrect, unnecessary, or outdated data can be requested by contacting the data controller.

## 11. Changes to the Privacy Policy

Maper Oy reserves the right to amend this privacy policy by publishing updates on its website:

[www.maper.fi](http://www.maper.fi).

Changes may also reflect updates in legislation. Please review this policy regularly.

**Last updated:** December 3, 2024.