

DESCRIPTION OF THE FILE
Personal Data Act (523/1999) section 10

Date of drafting:

1. Controller	Name Finnlines Plc, Passenger Services
	Contact information (address, tel. etc...) P.O. BOX 197, 00181 Helsinki (09) 231 43 100, passenger@finnlines.com
2. The person in charge and/or contact person	Name Päivi Toivanen
	Contact information (address, tel. etc...) 050 565 6242, paivi.toivanen@finnlines.com
3. Name of the register (should describe the content)	Finnlines email register
4. The purpose for processing the personal data / the purpose for the use of a register (If the processing of personal data is outsourced [external service providers are used for the processing], a mention about it can be included to this point)	Personal data is use only in newsletters produced by Finnlines or in newsletter services purchased from an outsourced provider. In the content of the newsletters it's possible to mention third party services that are essentially related to Finnlines' business.

5. Content of the register (For instance: name, address and telephone number of the data subject)	first name last name sex date of birth nationality email (always compulsory information) mobile phone number street address zip code
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	<p>city country</p>
<p>6. Regular sources of information *</p> <p>(Which data is received, by whom and on what ground. For instance: consent or provision of a law)</p>	<p>Digital newsletter subscription form and printed form in fairs and happenings.</p>
<p>7. Regular destinations of disclosed data and</p>	<p>Data can be handed over on an outsourced provider who produces newsletters on behalf of Finnlines. Data is not handed over for third parties in any other instances than the one described above.</p>
<p>8. whether the data is transferred to countries outside the the European Union or the European Economic Area</p>	<p>Data is not transferred outside of EU or EEA</p>
<p>9. The principles how the data file/register is secured.</p>	<p>A. Manual register (place of storage and the methods of protection)</p> <p>Data can only be accessed by persons working for Finnlines marketing communications either as Finnlines employees or for a service provider.</p> <p>B. Data register/ADP register (principles for the right to use a register, monitoring of the use and actual protection of hardware)</p> <p>Personal data is stored in newsletter service so that only persons working for Finnlines marketing communications (either as Finnlines employyes or for a service provider) have access to update the data. Newsletter service is used only secured connection and the service requires login identification. Newsletter subscriber can cancel their subscription at any time by using a link on the bottom of the newsletter.</p>