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## Description of file in accordance with section 10 of the Personal Data Act (523/99)

### 1. Controller

Labkotec Oy  
Address  
Myllyhaantie 6  
33960 Pirkkala, Finland  
Tel. +358 29 006 260  
Jukka Korhonen

### 2. Matters concerning the data file

Our customer service aims to respond to questions and feedback concerning the data file within two business days.

### 3. Name of the data file

LabkoNet® monitoring system

### 4. Purpose of processing personal data

Providing the service related to the LabkoNet® monitoring system and identifying its user.

### 5. Data content of the file

The data file can contain information on the customers in accordance with the following classification:

- Name
- Username
- Email address
- Mobile phone number
- Company and position
- Company's address information
- Vehicle registration number
- Photographic records from cameras connected to the system

### 6. Regular data sources of the file

The data in the file are collected from the users of the system during the deployment and use of the service.

## 7. Regular disclosure of data

The controller does not disclose the personal data of Customers to external parties, unless the activities of Finnish authorities require it.

## 8. Storage and removal of data

The data are stored in the data file as long as the customer uses the LabkoNet® monitoring system.

The data are only stored within the EU/EEA.

Data can be removed upon the Customer's request or due to the end of the customer relationship.

## 9. Principles of protecting the data file

Personal data are kept confidential. The data network of the LabkoNet® monitoring system and the equipment, on which the data file is located, are protected with a firewall and other necessary technical measures.

## 10. Rights of the data subject (REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL)

### Your right to access the data

According to the General Data Protection Regulation, you have the right to receive a copy of your personal data.

There is no specified form for making the request. If necessary, we can ask you for additional information in order to verify your identity.

If you make a request concerning the right electronically, we will send the data in a commonly used electronic format.

In principle, carrying out the requests is free of charge, but under certain conditions we may charge you for the administrative costs incurred due to carrying out the requested measure or refuse to carry out the requested measure.

The time limit laid down in the General Data Protection Regulation for reacting to a request you have made is one month.

If necessary, the deadline can be extended by a maximum of two months, taking account of the number and complexity of the requests.

### Your right to be forgotten and the right to rectification

With certain exceptions, the General Data Protection Regulation guarantees you the right to have personal data concerning you rectified and the right to the erasure of data concerning you, that is, the 'right to be forgotten.'

You also have the right to withdraw your consent, on which the processing has been based.

In that case, you can request that we remove the data concerning you from our systems. If there are no other legal grounds for the processing of personal data, we will remove them.

If your data to be rectified or erased are in the possession of our partner, we will ask our partner to do the same.

### **Your right to transfer the data from one system to another**

According to the GDPR, you have the right to transfer the data from one system to another. In practice, you have the right to receive the personal data concerning you in a commonly used transfer format and send them to another controller. The right requires that the processing is based on consent or an agreement and that the processing is carried out by automated means.

### **Your right to object to processing, automated decision-making and profiling**

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you.

You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects you.

### **You are entitled to be notified of the protection of your personal data being violated**

We have an obligation to notify the concerned data subjects personally when the protection of personal data is violated.

Your right comes into effect if the violation likely causes a risk to the rights and freedoms of the individual in the form of an identity theft, payment method fraud or another type of criminal activity.

### **Prohibition of direct marketing**

You have the right to prohibit the disclosure of your data for direct advertising, remote sales and other direct marketing by contacting our customer service.