

## Privacy Statement

Updated 14.9.2021

Keitele Group does conform to the EU General Data Protection Regulation (GDPR) that entered into force in 25.5.2018.

### 1. Data Controller

Keitele Forest Oy Teollisuustie 72600 Keitele  
Tel. +358 20 746 9200 Fax +358 20 746 9219

### 2. Contact information

E-mail : tietosuojaavastaava@keitelegroup.fi

### 3. The Purpose of Processing Personal Data

Only data provided by the person himself/herself in the forms on the website will be collected in the register of Keitele Forest Oy

### 4. Name of the Register

- Keitele Forest Oy job application form
- Keitele Forest Oy magazine subscription form
- Keitele Forest Oy invitation of tender form
- Keitele Forest Oy change of address form
- Keitele Forest Oy newsletter subscription form

### 5. Data Collected

All data is collected from the forms filled in by the person himself/herself, including the following data:

- Name
- Address
- Telephone number
- E-mail address
- Location of the forest site
- Estimation of the volume of logs

- Details of the forest property
- Confirmation of the ownership of the forest
- Education
- Previous work experience
- Jobs that the person is interested in
- Possible CV
- Additional information
- Marketing consent

## **6. Regular Sources of Data**

The data is regularly collected via Internet from the data submitted by the person himself/herself and with the help of cookies.

### 7. Disclosure of the Data in the Register

The information in the register of Keitele Forest Oy is only used for the company's own purposes. No data is disclosed to third parties.

## **8. Cookie Policy**

We collect data using cookies to calculate the number of visits on the website and to develop the website. We also use cookies to collect data regarding the user's terminal device.

You can change the Cookie settings in your browser.

## **9. Regular Destinations of Disclosed Data and Whether the Data Is Transferred to Countries Outside the EU/ EEA**

The personal data is not processed or disclosed outside EU/EEA.

### 10. Your Rights

You have the right to access, update, remove and correct your personal data.

Requests to access personal data can be sent in writing to: Keitele Forest Oy, Teollisuustie, 72600, Keitele, Finland.

If you want to update or correct your information, please contact: tietosuojaavastaava@keitelegroup.fi

If you want to deny the use of your personal data, please contact us in writing: Keitele Forest Oy, Teollisuustie, 72600, Keitele, Finland.

## **11. Data Security**

Personal data is handled with confidence. The register is only allowed to be used by personnel whose job requires processing of the personal data. The use of the register is secured with usernames, passwords and rights of use. The register is saved in a computer in a secured place. Access to the data via Internet is secured with proper firewall arrangements. Any data bases and copies of such are stored in a secured place and data can only be accessed by named people.

## **12. Data Retention**

Data is maintained in principle for as long as an offer for purchase has been given. If a customer relationship is thereafter created, the information will be transferred (with the consent of the person in question) to the customer register of Keitele Forest Oy. The data in the customer register will be maintained until the end of the customer relationship.

## **13. User tracking**

We use Leadoo's tracking service to follow what users are doing on the site and combine this behavioral data with other data we can gather from e.g. chat interactions. Leadoo uses etag tracking in order to hook together the same users behavior over several sessions. Please check out Leadoo Marketing Technologies Ltd's Privacy Policy (<https://leadoo.com/privacy-policy/>) for more information on what is tracked and what your rights are. Leadoo works as the Processor and we work as the Controller for the data in terms of GDPR. You can stop the tracking by emptying your browser's cache after the visit. For more on how Leadoo works as a GDPR compliant processor, see <https://leadoo.com/privacy-policy-processor/>