



Quality document

RECORD_

CLIENT ACCOUNT RECORD_

Identification: JPT1121LT_Record_Client Account Record

Written by + date	Checked by + date	Approved by + date	Version	Page(s)
Outi Nenonen 26 September 2022	Outi Nenonen 26 September 2022	Juha-Pekka Jaskari 26 September 2022	3.2	1(2)

A record or privacy statement in accordance with the EU's General Data Protection Regulation (GDPR) and the supplementary Data Protection Act (1050/2018).

Data controller

JPT Serco Oy
Ristolantie 5
27710 Köyliö, Finland

Person responsible for the record

Outi Nenonen
outi.nenonen@serco.fi
+358 2 48080 7007

Name of record

Client Account Record.

Purpose of the record and basis for processing

The data in the record is used for the processing and communication of sales offers and orders by the data controller, the management and administration of client relationships with actual or potential clients, client-specific communication and marketing within the limits permitted by law through the media available to the data controller, and for the production, provision and development of services. A potential client relationship is typically created when a person expresses an interest in the products and services provided by the data controller.

The legal basis for processing personal data under GDPR is legitimate interests pursued by the data controller (client relationship) and for the performance of a contract.

Data in the record

Name, address and Business ID of the client company (or, in the case of individuals, the client). The name, telephone number, email address and title, if any, of the contact persons of the client company (or, in the case of individuals, the client).

Data retention period

The data will only be kept for as long as necessary for the purpose of the record as described above. We remove and delete data immediately when we are notified of the obsolescence or redundancy of the data.

Regular data sources of record

The data has been collected and will be collected from JPT Serco Oy's clients who are interested in our products or have ordered them. The contact details of new clients are added to the client record at the time of the first offer/order or other contact.



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Page(s)
2(2)

Disclosure of data

The data may occasionally be disclosed to our partners such as our sub-contractors, if it is essential for the product and service production. We also disclose personal data as required by the authorities. The names of the maintenance and reseller partners are announced on our website. This is agreed on separately in our maintenance and reseller contract.

The data shall not be disclosed to other outside parties, also not outside ETA countries.

How can the data subject use their rights?

All data subject rights are presented in the JPT Serco Oy privacy policy. All requests regarding personal data shall be made to the person responsible for the record in writing.

Principles of record protection

The data controller's computer system and files are protected by technical security measures normally used in business. Access to the record requires a personal username and password, which are issued only to the data controller's staff members whose position and duties are related to the access.