

PERSONAL DATA ACT FILE (SECTIONS 10 AND 24 OF THE FINNISH PERSONAL DATA ACT 523/1999)

Dated 11 November, 2016

1. Registrar / Company	UPM-Kymmene Corporation ("UPM ProFi") Alvar Aallon katu 1, 00101 Helsinki www.upmprofi.com
2. The person in charge / contact person	Maarit Relander-Koivisto Alvar Aallon katu 1 / P.O. Box 380, FI-00101 Helsinki email: maarit.relander@upm.com phone: +358 2041 50223
3. Name of the register	UPM ProFi certified installer register
4. The purpose for processing the personal data / the purpose for the use of a register	The register is for maintaining UPM ProFi certified installer contact (http://www.upmprofi.com/Where-to-Buy/Pages/default.aspx) and status information. The register is also used for marketing actions, for example for mailing the UPM ProFi installer e-newsletters or certified installer contests / draws. The register is not used for marketing to consumers. The registers will be maintained by UPM Biocomposites Marketing Communications unit.
5. Content of the register	The register contains all or some of the following for registered persons: Name of the company, name of the installer, e-mail address, postal address, telephone number.
6. Regular sources of information	The data has been gathered in face-to-face UPM ProFi certified installer trainings.
7. Regular destinations of disclosed data and whether the data is transferred to countries outside the the European Union or the European Economic Area	No data is disclosed outside UPM Biocomposites and the UPM group of companies. Personal data is not transferred to countries outside the European Union or the European Economic Area.

8. The principles how the data file/register is secured.	<p>The data is stored in electronical format. Access to the data is limited with password protection only for the authorized persons, except for public data, http://www.upmprofi.com/Where-to-Buy/Pages/default.aspx</p>
9. Right of access and realization of the right of access	<p>Regardless of secrecy provisions, the registered person shall have the right of access, after having supplied sufficient search criteria, to the data on him/her in the personal data file, or to a notice that the file contains no such data. The registrar shall at the same time provide the data subject with information of the regular sources of data in the file, on the uses for the data in the file and the regular destinations of disclosed data.</p> <p>A person, who wishes to have access to the data on himself/herself, as referred to above shall make a request to this effect to the registrar by a personally signed or otherwise comparably verified document.</p> <p>Above described requests shall be directed to Marketing Communications Manager Maarit Relander-Koivisto either by email (maarit.relander@upm.com) or by letter: P.O. Box 380, FI-00101 Helsinki.</p>
10. Rectification and realization of the rectification	<p>The registrar shall, on its own initiative or at the request of the registered person, without undue delay rectify, erase or supplement personal data contained in its personal data file if it is erroneous, unnecessary, incomplete or obsolete as regards the purpose of the processing. The registrar shall also prevent the dissemination of such data, if this could compromise the protection of the privacy of the person who has been entered into the register or his/her rights.</p> <p>If the registrar refuses the request of the registered person of the rectification of an error, a written certificate to this effect shall be issued. The certificate shall also mention the reasons for the refusal. In this event, the registered person may bring the matter to the attention of the Finnish Data Protection Ombudsman.</p> <p>The registrar shall notify the rectification to the recipients to whom the data have been disclosed and to the source of the erroneous personal data. However, there is no duty of notification if this is impossible or unreasonably difficult.</p> <p>Above described requests shall be directed to Marketing Communications Manager Maarit Relander-Koivisto either by email (maarit.relander@upm.com) or by letter: P.O. Box 380, FI-00101 Helsinki.</p>