



30/05/2018

## CORPORATE CUSTOMER REGISTER DESCRIPTION

- \* Personal Data Act (523/1999)
- \* Act pertaining to the Protection of Privacy in Working Life (759/2004)
- \* Act pertaining to the Protection of Privacy in Electronic Communications (516/2004)
- \* EU's General Data Protection Regulation in force as from 5/2018

### 1. Data controller

Majvik Oy (Meeting and Congress Hotel Majvik), Business ID FI0764806-1  
 Majvikintie 1, FI-02430 Masala, Kirkkonummi; phone: +358 (0)9-295511  
 e-mail: [majvik@majvik.fi](mailto:majvik@majvik.fi)

Contact person:

Ulla Tiinus, Meeting and Congress Hotel Majvik, Majvikintie 1, FI-02430 Masala  
 phone: +358 (0)9-29551502; e-mail: [u.tiinus@majvik.fi](mailto:u.tiinus@majvik.fi)

### 2. Register name

Majvik Oy's corporate customer register

### 3. Purpose of the processing of personal data (register's purpose)

The register description concerns the processing of personal data of natural persons, who use the data controller's accommodation, restaurant, sauna and meeting services in their work. And who, as customers, manage the company's reservation system, perform updates etc. to it, and undertake other tasks relating to the aforementioned services.

The purpose of the processing is to manage and develop customer relationships and reservations, to market and develop the data controller's services and the related development of customer service.

### 4. The data collected in the register

The register may include the following data concerning customers:

- the customer's name, e-mail address, mobile and other telephone numbers, organisation and position, as well as the organisation's and office's address information and the company's business ID.

The register also includes data pertaining to agreements and offers between the client company and the data controller, as well as the data controller's uses of the services.

### 5. Register's regular sources of data

Data disclosed by the customer and transactions related to services and reservations ordered by the customer, as well as feedback provided by the customer.

Personal data may also be collected from the register of an external data controller providing address and update services or from publicly available internet sources or other public sources.

### 6 Regular disclosure of data

The data controller shall not disclose the customers' personal data to third parties, except as and when required by Finnish authorities.

Personal data is temporarily disclosed to a third party with the customer's authorisation in the case of an external service provider closely related to the customer's event, for example, a music or activity provider.

The customer's personal data is disclosed and transferred outside the EEA only when the fulfilment of the customer's reservation so requires.

MEETING AND CONGRESS HOTEL MAJVIK

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Phone +358 9 295511; Fax +358 9 2976 306; [majvik@majvik.fi](mailto:majvik@majvik.fi), [www.majvik.fi](http://www.majvik.fi)

## **7. Data erasure**

Data can be erased upon the request of the person or on termination of the customer relationship.

### *Right to opt out*

The customer has the right to prohibit the data controller from using personal data concerning them for direct marketing. The customer may opt out by telephone or by sending a written notification.

### *Right of access*

In accordance with the Personal Data Act, the customer has the right to access the data concerning them stored in the personal register. As the data controller, we rectify, complement or erase incorrect or out-of-date data, where necessary.

## **8. Register protection principles**

Personal data is kept confidential. The data controller's and its possible information technology partners' data network and equipment where the register is located are protected with a firewall and other necessary technical measures. The register is stored on the premises of Meeting and Congress Hotel Majvik Oy/ Majvik at the address Majvikintie 1, FI-02430 Masala, Finland.