

## PRIVACY NOTICE OF THE FINANCIAL ADMINISTRATION

<b>1. Data controller</b>	BDO Oy Vattuniemenranta 2 FI-00210 Helsinki, FINLAND email: <a href="mailto:info@bdo.fi">info@bdo.fi</a> tel. +358 (0)20 743 2920 Antti Juola (e-mail <a href="mailto:antti.juola@bdo.fi">antti.juola@bdo.fi</a> )
<b>2. Contact person in matters concerning the register</b>	
<b>3. Name of the personal register</b>	Financial administration register
<b>4. Purpose of the personal data processing</b>	As the data controller, BDO Group handles the following financial administration of BDO Group: <ul style="list-style-type: none"><li>- payment of invoices</li><li>- accounting and reporting</li><li>- public authority notices</li><li>- other similar purposes of use</li><li>- BDO may also use subcontractors in the data processing for the above-mentioned purposes.</li></ul>
<b>5. Data content of the register</b>	Personal data concerning employees and persons employed under a subcontract agreement: <ul style="list-style-type: none"><li>- contact information and personal data, such as: name, address, telephone numbers, e-mail addresses, age/birth date, personal identity code, professional title and organisation as well as the position in the organisation</li><li>- other information relating to financial administration, such as: bank account number, tax card</li></ul> Information on supplier and client relationships <ul style="list-style-type: none"><li>- invoicing and payment data</li><li>- possible authorisations, consents and offer prohibition data as well as other information collected with the person's consent.</li></ul>
<b>6. Regular data sources</b>	Information for this register is regularly obtained from HR, the persons themselves, clients, suppliers, tax authority and other possible authorities.
<b>7. Regular disclosure of information</b>	Information is regularly disclosed to the tax authority. BDO does not otherwise regularly disclose personal data under this register notice to any third parties, except when required by Finnish authorities as set out in law.
<b>8. Data transfer outside the EU or the EEA</b>	Data is not transferred or assigned outside the EU or the EEA.
<b>9. Principles on how the register is protected</b>	Only designated BDO Group employees, whose job description includes it, have the right to use and maintain the data under this register. The data system is protected by a firewall and other necessary technical measures, and only designated users have access to it via personal IDs and passwords.