

PRIVACY NOTICE OF THE INFORMATION MANAGEMENT REGISTER

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| 1. Data controller | BDO Oy
Vattuniemenranta 2
FI-00210 Helsinki, FINLAND
email: info@bdo.fi
tel. +358 (0)20 743 2920 |
| 2. Contact person in matters concerning the register | Antti Mäenpää (e-mail antti.maenpaa@bdo.fi) |
| 3. Name of the personal register | Information management register |
| 4. Purpose of the personal data processing | As the data controller, BDO Group handles the following information management functions of BDO Group: <ul style="list-style-type: none">- administration of the access control to the IT systems used by the company- arrangement of IT support- management of information security, for example, collection of logs and processing of information security incidents- other similar information management actions |
| 5. Data content of the register | Personal data concerning clients and employees: <ul style="list-style-type: none">- contact information, name, address, telephone numbers, e-mail addresses, user ID, IP address, personal identity number- professional title and organisation as well as the position in the organisation- possible authorisations, consents and offer prohibition data as well as other information collected with the person's consent. |
| 6. Regular data sources | Information for this register is regularly obtained from HR and the persons themselves. |
| 7. Regular disclosure of information | BDO does not regularly disclose personal data under this register notice to any third parties, except when required by Finnish authorities as set out in law, and to its software/system suppliers and other subcontractors for the purposes of use described above as well as to BDO Global in respect of AD. |
| 8. Data transfer outside the EU or the EEA | Data is not transferred or assigned outside the EU or the EEA. |
| 9. Principles on how the register is protected | 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. |