

4.12.2024

Controller

Tornator Oyj, Einonkatu 6, 55100 IMATRA

Contact person responsible for the register

niklas.tavasti@tornator.fi

Name of the register

Personal data register of foreign labour

Purpose and legal basis for processing personal data

Purpose of processing: The purpose of processing personal data is to maintain a list of foreign workforce to be used so that the statutory fulfilment of contractor's liability can be verified from the list of employees individually.

Legal obligation: The Act on the Contractor's Obligations and Liability when Work is Contracted Out imposes an obligation on the contractor to ensure that the contractor complies with all legal requirements, such as the registration and rights of employees (for example, the payment of taxes and social security contributions). According to the Act on the Contractor's Obligations and Liability when Work is Contracted Out, Tornator must ensure that the foreign employees employed by the contractor are legally employed and that their information is correct and available for statutory inspections and notifications. This obliges Tornator to store employees' personal data for a specified period of time.

Data content of the register

- Vehicle registration number
- First and last name
- Social security number
- Age
- Citizenship
- Street address
- Post office
- Certificates of Competence and Permits
- True

Retention period of personal data

The data is processed for the duration of the usage period, i.e. the working period.

According to the Act on the Contractor's Obligations and Liability when Work is Contracted Out, the data must be stored for 2 years after the end of the work, after which

the data is deleted from the system.

Sources of personal data

The information on the employees of foreign labour is obtained from the contractor, i.e. Tornator's from a contract entrepreneur.

Where is personal data disclosed and transferred?

The information is not regularly disclosed to other parties. Information may be published to the extent that this is the case

agreed with the person. Tornator Oyj does not transfer data outside the EU or EEA.

Principles of register protection

The register is handled according to high security standards and care. Our information systems effectively protect the data being processed, and we take care of the physical and digital security of the equipment appropriately. The controller ensures that the stored data can only be accessed by authorised employees whose duties include this. All personal data is processed confidentially and securely. We use, among other things, two-factor authentication as an additional guarantee of information security.

Rights of the data subject

The data subject has the right to access the personal data stored about him or her and to ensure that his or her data is no longer stored in the register. He or she also has the right to submit a request for the correction of incorrect personal data in the register. The data subject has the right to request that their personal data be removed from the register if Tornator Oyj does not have a legal basis for processing it. They may request that the processing of their personal data be restricted on grounds specified by law, and they have the right to object to the processing of their personal data. If the processing of personal data is based on the consent given by the data subject, the data subject has the right to withdraw this consent at any time. However, the processing of personal data processed before the withdrawal of consent does not become unlawful, even if the data subject subsequently withdraws the consent given.

The data subject also has the right to lodge a complaint with the competent supervisory authority if he or she considers that Tornator Oyj has not complied with the applicable data protection legislation; the national appeal body is the Office of the Data Protection Ombudsman. Data subjects can exercise their rights by sending their request **to tietosuoja@tornator.fi**.