

PROCUREMENT REGISTER

<p>Controller Finnish Transport and Communications Agency (Traficom)</p>	<p>Controller's contact details PO Box 320, FI-00059 TRAFICOM, Finland kirjaamo@traficom.fi telephone +358 29 534 5000</p> <p>Contact details of the controller's data protection officer PO Box 320, FI-00059 TRAFICOM, Finland tietosuoja@traficom.fi telephone +358 29 534 5000</p> <p>If your message contains confidential, secret or otherwise sensitive content or a personal identity code, please use Traficom's secure email.</p>
<p>Grounds for and purpose of the data processing</p> <p>The processing of personal data is based on the controller's statutory obligations and the performance of duties carried out for reasons of public interest (General Data Protection Regulation, Article 6, subsections c and e of Section 1).</p> <p>The purpose of processing personal data is to carry out procurements for Traficom and organise competitive tendering for public procurements in accordance with procurement legislation.</p> <p>In order to process tenders, Traficom needs information on e.g. the contact persons of tenderers participating in procurement procedures and the criminal record of the executives of the selected tenderer. It is also necessary to process tender information, including information on the contact persons of references mentioned in tenders and information on the vocational qualifications and experience of persons named in tenders.</p> <p>Traficom needs the contact details of tenderers' contact persons to contact the tenderers during the procurement procedure and e.g. to inform the tenderers of the final procurement decision. The selected tender and appendices thereof will be part of the procurement agreement. Therefore, Traficom processes the personal data included in the tender for the duration of the procurement agreement in order to implement the agreement. Tenders and other procurement documents are saved in Traficom's case processing system.</p> <p>If a person concerned requests a procurement decision to be amended or rectified, Traficom is obligated to process the personal data in the procurement documents in question for the duration of the appeal process and potential court proceedings in a manner required by the case outcome, e.g. by comparing the tenders submitted again following a court decision.</p>	

Data content	
<p>The data undergoing processing</p>	<p><u>Information on tenderers' contact persons and executives</u></p> <p>Traficom processes the following personal data of tenderers' contact persons:</p> <ul style="list-style-type: none"> - Name - Organisation represented and position in the organisation - Contact information <p>Traficom processes the following personal data of the members of tenderers' administrative, governing or supervisory body or persons having powers of representation, decision or control:</p> <ul style="list-style-type: none"> - Name - Organisation represented and position in the organisation - Information in the extract from the criminal record <p><u>Personal data included in tenders and other personal data collected during the procurement procedure</u></p> <p>Traficom processes the following personal data of experts named in the tender and persons participating in any interviews or personal assessments as part of the tender evaluation process:</p> <ul style="list-style-type: none"> - Name - Organisation represented and position in the organisation - Information on education and vocational qualifications as well as experience and other qualities relevant to the procurement <p>Traficom processes the following personal data of the contact persons of references mentioned in the tender:</p> <ul style="list-style-type: none"> - Name - Organisation represented and position in the organisation - Contact information - Information of the reference in question <p>Other personal data to be collected from tenders or during the procurement procedure, including information on the tenderer's personnel given in project or implementation plans, information on auditors, signing clerks and other persons associated with the tendering company or its subcontractor in the trade register extract:</p> <ul style="list-style-type: none"> - Name - Organisation represented and position in the organisation - Date of birth - Information on education and vocational qualifications as well as experience and other qualities relevant to the procurement
<p>Sources of the processed data (where data is received from)</p>	<p>Traficom obtains data from a tender submitted by either:</p> <ul style="list-style-type: none"> - the data subject themselves, - the employer of the data subject or - an entity that has the data subject's permission to use their information in the tender, e.g. as a contact person of a reference. <p>Traficom obtains criminal record information from the selected tenderer.</p>

	<p>Traficom also obtains information from public sources, including the Finnish Trade Register maintained by the Finnish Patent and Registration Office, Vastuu Group Oy's Reliable Partner service and Suomen Asiakastieto Oy's corporate credit information register.</p>
Storage period of personal data	<p>The storage period is based on archives and special legislation and Traficom's need to document and protect the legal protection of the authority and private persons and communities.</p> <p>Procurement documents (including tenders) are stored for at least six (6) years from the end of the financial year in accordance with the government handbook on procurement. In some cases, documents may be stored for a longer period:</p> <ul style="list-style-type: none"> - The selected tender and appendices thereof are stored for at least the validity of the procurement agreement and the obligations based on the agreement. - Any procurement documents related to appeal processes (including tenders) are stored for at least the duration of the appeal process or the time needed to carry out the measures required by the outcome of the appeal process. <p>The information on criminal records is not saved or stored but is returned or disposed of immediately after the information has been reviewed.</p>

Data processing	
Recipients and recipient groups of personal data (Disclosure)	<p>As a rule, personal data is not disclosed to third parties. Personal data may be disclosed on a case-by-case basis in accordance with the Act on the Openness of Government Activities (621/1999). The authority's information and documents are public unless otherwise explicitly provided in law.</p> <p>The National Audit Office may process personal data included in procurement documents as part of an audit carried out pursuant to the State Budget Act (423/1988) and the regulations issued under it.</p> <p>The data will not be disclosed for purposes of direct marketing, polls or market research unless separate stipulations concerning this purpose are in place.</p>
Processing of personal data on behalf of the controller	<p>Personal data from public procurement tendering processes is processed in Cludia Oy's (business ID: 1088146-2) tendering system.</p> <p>In order to fulfil its statutory obligations and carry out procurements, Traficom may use its contractual partners to process personal data. Personal data is processed in the information systems of Traficom or its contractual partners, as necessary, and the system providers act as processors or sub-processors of personal data.</p> <p>In individual cases, Traficom may, by separate agreement, transfer its duties related to tendering processes to the government's central purchasing body Hansel Oy (business ID: 0988084-1) and other authorities or a company to be selected separately.</p>

Transfer of personal data to third countries outside the EU/EEA	Personal data is not transferred outside the European Union or the European Economic Area.
Automated decision-making and profiling	Automated decision-making or profiling does not take place.

Rights related to the processing of personal data

About exercising rights

You can exercise your rights by submitting a request to Traficom by email or post. The controller's contact details are listed in this privacy statement under the section 'Controller's contact details'.

The right to lodge a complaint with the supervisory authority

If you believe that your personal data is being processed in violation of legislation, you may lodge a complaint with the Office of the Data Protection Ombudsman.

Office of the Data Protection Ombudsman
PO Box 800,
FI-00531 Helsinki
tietosuoja(at)om.fi
tel. +358 29 566 6700

Right of access	The data subject has the right to obtain from the controller confirmation as to whether or not personal data concerning him or her is being processed. If processing takes place, the data subject has the right to access the personal data.
Right to rectification	The data subject has the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her.
Right to object	<p>In situations where the processing of personal data is based on public interest, the exercise of official authority vested in the controller or the legitimate interest of the controller or a third party, the data subject has the right to object to the processing of personal data concerning him or her.</p> <p>If a data subject uses his or her right to object, the controller must stop the processing of the personal data, unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, or for the establishment, exercise or defence of legal claims.</p> <p>If personal data is processed for direct marketing purposes, the data subject has the right to object to the processing without any specific grounds.</p> <p>In situations where personal data is processed for statistical or research purposes, the data subject may object to the processing on grounds relating to his or her particular situation, in response to which the controller must stop processing the data subject's data,</p>

	unless the processing is necessary for performing a task carried out for reasons of public interest.
Right to restriction of processing	The data subject has the right to obtain from the controller restriction of processing if: <ul style="list-style-type: none">- the accuracy of the personal data is contested by the data subject;- the processing is unlawful but the data subject opposes the erasure of the personal data and requests the restriction of their use instead;- the controller no longer needs the personal data for the purposes of the processing, but it is required by the data subject for the establishment, exercise or defence of legal claims;- the data subject has objected to the processing of the personal data pending the verification of whether the legitimate grounds of the controller override those of the data subject.
Right to data portability	The data subject has the right to receive the personal data concerning him or her, which he or she has provided to the controller, in a structured, commonly used and machine-readable format and the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where the processing is based on consent or on a contract and the processing is carried out by automated means.
Right to erasure	In situations where the legal basis for the processing of personal data is something other than compliance with a legal obligation, the data subject has the right to obtain from the controller the erasure of personal data concerning him or her. The requested data will be erased unless the controller has a legal basis for refusing to erase the data, such as a legal obligation to retain the data.
Right to withdraw consent	Insofar as personal data is processed on the basis of the consent of the data subject, the data subject may withdraw his or her consent at any time by notifying the controller of the withdrawal. Withdrawing consent will not affect the lawfulness of processing carried out on the basis of the consent of the data subject before its withdrawal.