

Privacy policy / Procurements

Updated 28 March 2023

1. Controller

Finnvera plc (Business ID: 1484332-4)
Street address: Porkkalankatu 1, 00180 Helsinki, Finland
Switchboard: +358 (0)29 460 11

2. Contact information

Tietosuojavastaava@finnvera.fi

2. Register name

Procurements

3. Purpose of and grounds for the processing of personal data

The purpose of the processing of personal data is to implement Finnvera's procurements.

In procurements, the main grounds for the processing of personal data is compliance with Finnvera's statutory obligation and the performance of a task in the public interest (General Data Protection Regulation, Article 6(1), subsections b and c). We collect and process personal data related to, for example, the following tasks:

Tendering: As a procurement unit, Finnvera is obliged to comply with legislation on public procurement, such as the Act on Public Procurement and Concession Contracts (1397/2016, "Procurement Act"). In addition to the Procurement Act, the examination of criminal record extracts concerning the selected tenderer's personnel is based on the Criminal Records Act (770/1993).

Other procurements: In addition to the above, Finnvera needs to process personal data in procurements that do not exceed the thresholds laid down in procurement legislation or that, due to exceptional provisions concerning the scope of application of said legislation, cannot be put out to tender. In this case, Finnvera has grounds for processing personal data in the procurement in order to perform a task that is carried out in the public interest.

Other processing situations: The processing is also based on legislation in appeal procedures concerning procurement decisions and in the processing of requests for information concerning procurement documents.

In order to process tenders, Finnvera requires information on various individuals, such as:

- the contact persons of the tenderers participating in procurement procedures,
- the contact persons of the references provided by the tenderers in their tenders, and
- the CV data of the persons listed in the tender, and
- the criminal record extracts concerning the managing personnel of the winning tenderer (competitive tenders that exceed the EU threshold).

The data concerning the contact persons and service personnel of the **chosen supplier** can be used for communication purposes, the implementation of the contract, and procurement monitoring.

4. Data content of the register

The following personal data is processed for the tenderer's contact persons: Name, organisation and position in the organisation, and contact information

The following personal data is processed for the experts named in the tender and the persons participating in any possible interviews or personal evaluations related to the tender evaluation process: Name, organisation and position in the organisation, information on education and professional qualifications, experience, and other characteristics relevant to the subject of the procurement

The following personal data is processed for the contact persons of the references indicated in the tender: Name, organisation and position in the organisation, contact information, details of the reference in question

The following personal data may be processed in connection with the preparation of the implementation of the contract:

- Name, phone number, email address of the contact person/person performing the service
- A criminal record extract is requested for the winning tenderer's representatives, in accordance with the requirements of the Procurement Act.
- Security clearance information on the personnel performing the service, if applicable;
- Confidentiality undertakings: Name, organisation/object of cooperation, signature, name in block capitals, position in the organisation, personal identity code
- If the service provider's representative is provided with limited access to the client's information systems for the performance of the service, the same technical data that is collected on the client's own personnel can be collected on said person for the purpose of managing the use of the information systems: access rights to information systems, user IDs and passwords, other possible identifiers, log data stored in connection with the use of the information systems

6. Storage period of personal data

The documents related to the procurement are stored on a per-procurement basis for 10 years from the end of the year in which the order was placed. In some situations, documents may also be stored for longer periods of time:

- The chosen tender and its appendices are always stored for at least the duration of the procurement contract and the obligations arising from it.
- Procurement documents (including tenders) related to appeal processes are always kept at least for the duration of the appeal process and the duration required by the outcome of the appeal process.

Any information from criminal record extracts is not saved or stored, but the information on the inspection will be retained. With regard to security clearances, any reports containing entries will be destroyed immediately after the processing, but the information on the completed report will be retained.

7. Regular sources of data

Finnvera receives the aforementioned personal data as part of a submitted tender, and the party that submitted the tender is the data subject themselves, the employer of the data subject, or has requested the permission of the data subjects for the use of their data, for example as a contact person for a reference.

The information contained in the criminal record extract is provided to Finnvera by the chosen tenderer.

In addition, Finnvera will verify the information provided in the tender through various public or commercial information sources, such as the BIS company and organisation search service.

8. Recipients and processors of personal data

The processing of data concerning tenderers and contracting partners involves Finnvera's procurement services specialists and the experts participating in the procurement in question, as well as the persons who require the contracts due to their work. In situations mandated by the Procurement Act, the data is only disclosed to the parties required by law, such as the Market Court and the Finnish Competition and Consumer Authority.

9. Transfer of data outside the EU or the EEA

Data is not regularly transferred to countries outside the EU or the European Economic Area.

10. Principles of register protection

As the controller, Finnvera is responsible for ensuring that the data stored in the service is processed in accordance with good information security practices and the instructions issued by the controller. Only the controller and the service providers and administrators authorised by the controller can access the data. Access to personal data is limited to those persons who need it in their work. Access to the data requires a personal user ID and password.

11. Automated decision-making

Automated decision-making The data in the register is not used for decision-making that would have legal effects on the data subject and that is based on the automated processing of data, such as profiling.

12. Rights of data subjects

The data subject has the following rights under data protection legislation.

- **Access to data:** The data subject has the right to be informed by the controller whether their data is being processed. If the data is processed, the data subject has the right to check their data that has been stored in the register
- **Right to rectification:** The data subject has the right to demand the rectification of inaccurate or incomplete personal data concerning the data subject.
- **Right to erasure:** The data subject has the right to request the erasure of their data that has been stored in the register, unless there are grounds for retaining the data.
- **Right to restrict processing:** The data subject has the right to demand that the controller restrict the processing of the data subject's personal data if there are grounds for doing so.
- **Right to object:** The data subject has the right to object to the processing of personal data concerning the data subject if there are grounds for doing so.

- **Right to transfer data:** The data subject has the right to transfer their personal data in a machine-readable format.
- **Right to withdraw consent to data processing:** If the processing of personal data is based on consent, the data subject has the right to withdraw their consent at any time.
- **Right to appeal to a supervisory authority:** The data subject has the right to submit an appeal concerning any shortcomings in the processing of the personal data to the controller, the processor of the personal data, or a supervisory authority.

13. Contact information

The data subject should contact the controller in all matters concerning the processing of personal data and the exercise of their rights. The data subject may exercise their rights by contacting Finnvera's data protection officer at tietosuojavastaava@finnvera.fi.