

Privacy statement for Teams meetings

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1. Controller

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

2. Contact information

Contact: tietosuojavastaava@finnvera.fi

3. Register name

Teams meetings

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

Purposes of processing

Finnvera uses the Teams cloud service provided by Microsoft to organise meetings.

The data to be collected includes:

The following information is stored in the system:

- Name
- E-mail address
- Title
- Organisation
- Profile picture (if used)
- Video footage (if used)
- Sound (if microphone is used)
- Messages written to the chat (if any)
- IP address

Legal basis for processing the data

- The controller's or a third party's legitimate interests. Teams enables the organisation of meetings in hybrid work. There is a factual connection between the controller and the data subject, cooperation partners and clients based on work tasks and handling matters.
The controller ensures that the processing of data on this basis is proportionate to the data subject's interests and meets their reasonable expectations.

5. Storage of personal data

Personal data is saved in Teams when you join a meeting. Messages and other information sent by the user to the service are retained until they are deleted by the administrator or the user.

Guest user ID lifecycle management:

Finnvera plc clears guest user IDs automatically on an annual basis. The automatic clearing checks the last login date of each guest user ID. If you have not logged in to Finnvera's Teams services for 180 days, your ID will be entered to an automatic deletion process and deleted permanently after a 30-day block. During this 30-day period, it is still possible to notify that you need the ID so that it can be reactivated. Should you need an ID after deletion, you can be re-invited as a guest user to access the Finnvera Microsoft 365 environment.

6. Regular sources of data

Finnvera personnel, cooperation partners and clients.

7. Transfer of data outside the EU or the EEA

The Microsoft Teams service is part of the Microsoft cloud service package. Microsoft is an international company, so the protection of personal data when using Teams may not be implemented as required by Finnish and EU legislation. This is why data (name, IP address, email address, etc.) collected through Microsoft and its subcontractors and data processed during interaction may also be transferred outside the EU/EEA.

8. Principles of register protection

The controller's personnel are committed to complying with confidentiality obligations. In addition, the employees have committed to complying with internal information security guidelines.

Personal access rights granted by the controller are needed to access the register.

9. Automated decision-making and profiling

The data in the register is not used for automated decision-making or profiling.

10. Data subject's right to object to the processing of their personal data

Related to their specific personal situation, the data subject has the right to object to profiling affecting them and other processing activities that the controller performs on the data subject's personal data insofar as the basis of the processing of data is the controller's legitimate interest.

The data subject may file their claim concerning the objection in accordance with item 15 of this privacy statement. When filing their claim, the data subject should specify the specific situation that is the basis of their objection to the processing of their data. The controller may refuse to implement the request concerning the objection on the grounds provided by law.

11. Data subject's right to object to direct marketing

The data subject may grant to the controller their consent to or prohibit direct marketing depending on the channel, including profiling carried out for direct marketing purposes.

12. Data subject's other rights related to the processing of personal data

The data subject has the right to access the data that has been stored concerning them in the register. The request for access should be filed in accordance with the instructions provided in this privacy statement. The right of access may be denied on the grounds provided by law. As a rule, the regular exercise of the right to access the data is free of charge.

Insofar as the data subject themselves can do so, they must, without undue delay after learning about an error or after they themselves have detected an error and at their own initiative, correct, erase or supplement any data in the register that is in violation of the purpose of the register, incorrect, unnecessary, incomplete or outdated.

Insofar as the data subject is unable to correct the information, the correction request should be filed in accordance with item 13 of this privacy statement.

The data subject also has the right to demand that the controller restrict the processing of their personal data—for example, in a situation where the data subject is waiting for the controller's response to their request concerning the correction or erasure of their data.

The data subject has the right to appeal to a competent supervisory authority if the controller has not complied with the applicable data protection regulations in its operations.

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.