

CLIENT AND CONTACT INFORMATION REGISTER

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	Elina Mattila (email: elina.mattila@bdo.fi)
3. Name of the personal register	Client and contact information register
4. Purpose of the personal data processing	As the data controller, BDO Group handles the following functions concerning BDO Group: <ul style="list-style-type: none">- offers to clients or potential clients- management and development of a client relationship- development of client service and business- marketing and communication- analyses and statistics- public opinion and marketing polls as well as- other similar purposes of use.
5. Data content of the register	Personal data concerning clients (current, former), target groups of sales and marketing, own employees and suppliers: <ul style="list-style-type: none">- name, address, telephone numbers, e-mail addresses, age/birth date, professional title and organisation- other information concerning the client relationship, such as invoicing and payment information- possible authorisations and consents, possible offer prohibition data as well as other possible information collected with the client's consent.
6. Regular data sources	Information for this register is regularly obtained from clients, suppliers, HR, persons themselves as well as acquiring third party listings for sales and marketing purposes.
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.
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.