

DESCRIPTION OF FILE

A description of file pursuant to Personal Data Act (523/1999) Section 10

Controller

Stora Enso Oyj
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Domicile: Helsinki

Data file matters

The person responsible for data file matters (administrator): Mikko Parikka

Name of data file

Stora Enso Safety eLearning.
(a database on Context Learning Finland Oy's server for Stora Enso's Turvainfo trainings).

Basis of the data file

In accordance with the legal obligations, persons working in a shared workplace should be provided with training and information on performing the work in a safe manner. The data file is used for storing the details of completed training.

Purpose of the data file

The system's database is used for maintaining information on the persons who have completed the safety training. The information will be used for monitoring the validity of training and for Stora Enso's internal access control at the level of individuals and the company.

Data file contents

The data file contains information categorised as follows: - the name of training (general or factory unit-specific safety information) and the language version - training completion date - the person's first name and last name - the person's date of birth - the name of the company in which the person who completed the training is registered and persons tax number.

Information disclosure

Context Learning Finland Oy shall only disclose the information contained in the database for the data file administrator at Stora Enso to use.

Deletion of information

Information can be deleted from the system only by Context Learning Finland Oy in accordance with Stora Enso's instructions and requirements or in connection with the termination of the customer relationship after all necessary information has been submitted to Stora Enso. Expired information is deleted twice per year, in April and October on the last day of the month or on a preceding business day if the last day falls on a weekend.

Right to be notified of security breaches

A notification of serious security breaches is sent to a person included in the data file without delay via e-mail. The controller is under no obligation of send notifications of security breaches if the controller is able to prove in a manner satisfactory to the supervisory authorities that it has taken appropriate technical protection measures. The national information security authority must be informed of security breaches without undue delay (if possible, within 72 hours of detecting the breach).

Data file access and principles of security

The data file access requires a user ID and a password. Only those employees of Stora Enso Oyj and Context Learning Finland Oy have access to the data file whose work duties require such access.

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