

DESCRIPTION OF REGISTER
Personal Data Act (523/99)

Date of preparation: 1 February 2014

1. Controller	Name Posti Group Corporation, on its own behalf and on behalf of its subsidiaries Business ID: 1531864-4
	Contact information Visiting address: Postintaival 7 A, 00230 Helsinki Tel. +358 20 4511
2. Contact person	Name Annina Kuusiniemi
	Contact details Posti Group Corporation Sourcing Mail address: P.O. Box 5, 00011 POSTI Tel. +358 20 451 4944
3. Name of register	Posti Group Corporation's Contract Management (CoMa)
4. Purpose of personal data processing	The information recorded in Posti Group Corporation's sourcing contract management system is used within the Posti Group in sourcing operations.
5. Data content of register	The register serves to maintain Posti Group's sourcing contracts, which may include the following personal data on contact persons at partner companies: • First and last name • E-mail address • Address • Employer • Telephone number • Registration number of company car • Personal identity number
6. Regular sources of data	Data is entered and updated in the register based on Posti Group's sourcing contracts. The data is received from the contract partner or its contact person.
7. Regular disclosure of data	Data is disclosed in accordance with laws and regulations as well as instructions provided by the authorities. Data can be disclosed to internal stakeholders at Posti Group, such as Group companies, as part of sourcing management. Data can be disclosed to the data subject at his or her request or to his or her supervisor. Data is submitted to the data subject in writing. Posti Group may use subcontractors in the processing of the data.
8. Transfer of data outside the European Union or the European Economic Area	Data is regularly transferred to Posti Group Corporation's countries of operation outside the EU. Due to the technical implementation of data processing, some of the data may be physically located on the servers or hardware of external subcontractors, where the data is processed remotely. Personal data is not transferred outside the European Union or the European Economic Area, unless it is necessary for the technical implementation of the service. In all cases, the disclosure and transfer of data require an agreement between Posti Group and the parties receiving and processing the data that ensures its appropriate processing in accordance with laws.
9. Principles of register	A. Manual material

protection	Posti Group Corporation is responsible for the confidentiality, quality and accuracy of the personal data in accordance with general information security principles. Separate instructions have been prepared on the processing of sensitive data. B. Electronically stored data Posti Group Corporation is responsible for the usability, integrity and accuracy of the data in the register. Data is transferred using information security solutions that comply with Posti Group Corporation's information security principles. Data is protected in accordance with Posti Group Corporation's information security principles.
10. Right of access	In accordance with Section 26 of the Personal Data Act, everyone has the right of access to the data on him or her in a personal data file. The request to review personal data must be signed and submitted in writing to the contact person or presented personally at the address listed above.