

## CLIENT AND CONTACT INFORMATION REGISTER

<b>1. Data controller</b>	BDO Oy Vattuniemenranta 2 FI-00210 Helsinki, FINLAND email: <a href="mailto:info@bdo.fi">info@bdo.fi</a> tel. +358 (0)20 743 2920
<b>2. Contact person in matters concerning the register</b>	Sanda Bye (email: <a href="mailto:sanda.bye@bdo.fi">sanda.bye@bdo.fi</a> )
<b>3. Name of the personal register</b>	Client and contact information register
<b>4. Purpose of the personal data processing</b>	As the data controller, BDO Group handles the following functions concerning BDO Group: <ul style="list-style-type: none"><li>- offers to clients or potential clients</li><li>- management and development of a client relationship</li><li>- development of client service and business</li><li>- marketing and communication</li><li>- analyses and statistics</li><li>- public opinion and marketing polls as well as</li><li>- other similar purposes of use.</li></ul>
<b>5. Data content of the register</b>	Personal data concerning clients (current, former), target groups of sales and marketing, own employees and suppliers: <ul style="list-style-type: none"><li>- name, address, telephone numbers, e-mail addresses, age/birth date, professional title and organisation</li><li>- other information concerning the client relationship, such as invoicing and payment information</li><li>- possible authorisations and consents, possible offer prohibition data as well as other possible information collected with the client's consent.</li></ul>
<b>6. Regular data sources</b>	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.
<b>7. Regular disclosure of information</b>	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.
<b>8. Data transfer outside the EU or the EEA</b>	Data is not transferred or assigned outside the EU or the EEA.
<b>9. Principles on how the register is protected</b>	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.