

REGISTER DETAILS

Guest register

Date created: 23.4.2010

1. Keeper of register	Name Omena Hotellit Oy
	Contact details PL 93 00521 HELSINKI
2. Contact for matters concerning the register	Name Elena Oksova
	Address Omena Hotellit Oy, PL 6969, 65101 Vaasa, Finland
	Other contact details +358 40 820 6017, elena.oksova@omenahotels.com
3. Name of register	Guest register
4. Purpose of use of personal data	The personal data in the guest register will be handled to maintain public order and safety, to prevent and investigate crime and to compile statistics. Personal data will also be used for customer services and direct marketing.
5. Data contained in register	Name Personal ID number Date of birth Nationality Contact details (address, phone number, E-mail) Company or organisation with which an agreement has been entered into for making bookings Country from which the person entered Finland Passport number

	<p>Date of check-in and check-out</p> <p>Purpose of stay</p> <p>Information about any ban on direct marketing or otherwise made by the person registered</p>
6. Sources of information in accordance with regulations	The information originates from the registered person. Information may also be gathered, stored and updated from registers publicly and freely available, provided by a register keeper offering an information service.
7. Hand-over of information in accordance with regulations	Information will be handed over to authorities to the extent laid down by the law.
8. Transfer of information outside the EU or EEA	Information will not be transferred outside the EU or EEA.
9. Principles of register protection	<p>A. Manual material</p> <p>Manual material containing personal information is stored in locked premises. Material containing personal information cannot be accessed by any unauthorised person or such person whose duties do not include handling the personal information in question.</p> <p>B. Computerised information</p> <p>The information is protected technically and stored in a manner ensuring data security such that it cannot be accessed by any unauthorised person or such person whose duties do not include handling the personal information in question.</p>