APIX MESSAGING SERVICE

RECORDS OF PROCESSING ACTIVITIES

1 PARTIES

Supplier

The Supplier referred to in these records of processing is a contractual party that has undertaken to supply the Customer with the Apix Messaging Service ("Service") detailed in the general terms of customer agreement ("Contract"), as well as to provide related maintenance of the Service.

The Supplier acts as the processor of personal data processed in the Service on behalf of the Customer.

Customer

The Customer referred to in these records is a contractual party that has concluded the Contract with the Supplier for the use and related maintenance of the Service.

The rights and responsibilities of both Parties are agreed in the Contract.

2 CONTACT PERSON IN MATTERS CONCERNING PERSONAL DATA PROCESSING

The Customer, in the role of controller, answers any questions concerning the use of rights related to personal data.

The Customer's user or other data subjects whose personal data is processed in the Service should contact the Data Protection Officer or main user of the controller regarding the exercise of their rights.

Contact information of the Supplier's DPO can be found at our website.

3 PURPOSE OF THE SERVICE AND GROUNDS FOR THE PROCESSING OF PERSONAL DATA

The Customer's personal data is processed in the Service in order to fulfill the Contract between the Supplier and the Customer. The Supplier does not process the Customer's personal data for any purpose other than what is agreed in the Contract and only to the extent that it is necessary to fulfill the Contract.

4 PERSONAL DATA PROCESSED IN THE SERVICE

The Service processes and records the routing information of materials sent by the Customer to the Service or received from the Service. This is necessary to deliver the material to the right

place and, for example, to print the material. Data to be processed include, e.g., the following: e-invoice address, recipient's name and address, and sender's name and address.

The following types of documents can also be forwarded through the Service: pays lips, online invoices and e-invoices. These materials typically contain the following types of information: name, contact information, bank connection information, information related to salary and taxation. The Customer is responsible for having the right to process the personal data contained in the materials.

In addition to the provision of the Service in accordance with the Contract, the personal data contained in the Customer's materials will not be processed except when the Customer so requests and instructs, or for example for information security purposes. The Supplier's support service staff processes the Customer's data primarily in support situations and in connection with the investigation of error situations.

5 USES OF PERSONAL DATA AND GENERAL PRINCIPLES OF PROTECTION

The Customer's personal data is processed only by the Supplier's employees who are responsible for fulfilling the Customer's Contract. The Supplier's access rights are managed using a role-based management process, where each employee is only given the access rights that belong to his task and job description. The personnel handling the data are bound by the duty of confidentiality.

6 SUB-PROCESSORS

Below is a list of the sub-processors we use. The introduction of new sub-processors takes place in accordance with the Contract. A list of sub-processors is also available at: https://apixmessaging.com/subcontractors/.

SUBPROCESSOR	SERVICE	DATA LOCATION
Amazon Web Services	Cloud services - data storage and scalable virtual servers	EU (Ireland and Sweden) (SCC, 4th June 2021)
Telia Inmics-Nebula Oy	Telecommunication connections and data center facilities	Finland
Posti Messaging	Printing service, scanning service	Finland
21Grams Ab	Printing and mailing services FI, SE, NO, DK	Sweden

Postnord Strålfors Oy	Printing services FI	Finland
Iron Mountain Sweden Ab	Scanning services SE, DK, NO	Sweden
Unifiedpost AS	Messaging EE, LT, LV	Estonia
mySupply APS	Connection to the national online invoicing infrastructure	Denmark