

## Privacy Policy

This document describes the Gavdi privacy policy in registering the personal data you provide us including reasons why we need to save it and how data is processed.

### Collection of personal information

The Gavdi Katre App collects Finnish social security numbers, Concur employee IDs and Concur user logging IDs, whose expenses are needed to be sent to the Finnish Incomes Register. As far as foreign employees working in Finland are concerned, the solution collects the following data: employee name, gender, date of birth and home address. This scenario is only applicable, if a foreign employee does not have a Finnish Social Security Number (SSN).

### Purpose of collecting personal information

According to the Finnish law employers must report paid travel allowances and mileages for the Finnish tax authorities within 5 days of the payment. Expenses are imported to the Finnish Incomes Register via a secured interface and employees' will be recognized in the Finnish Incomes Register based on their Finnish Social Security Number. If a foreign employee does not have the Finnish Social Security Number, then personal information defined in the previous paragraph must be sent to the Finnish Incomes Register.

### How long will your information be saved?

When you provide information of names, addresses, telephone numbers and e-mails, Gavdi will store the information for up to 5 years. This is done in accordance with the Finnish law. After 5 years all personal information will be deleted, if an employee is no longer active in the Concur system.

### Who has access to your information?

Only Admin users nominated by companies have access to the Gavdi Katre App. They are not able to see any other personal data than Concur employee ID regarding employees who have a Finnish Social Security Number. The SSN field contents is hidden. For foreign employees without SSNs Administrators can see and edit personal information, so that their expenses could be imported to the Finnish Incomes Register.

### How can you delete or change your information?

Gavdi is responsible for collecting and managing the Katre relevant data. You are entitled to know what personal information we are processing, and you may also object to use the registered information at any time. You can revoke your consent to processing information about you. If the information processed about you is incorrect, you are entitled to correct or delete it. Please contact our support contact email for further inquiries: [Katre\\_support@gavdi.com](mailto:Katre_support@gavdi.com).

All Gavdi subsidiaries will follow local legislation including EU Data Privacy standards.