

Register name privacy statement of Prondea Oy

1.5.2018

1. Company name

Prondea Oy
Business ID: 2265305-3
Address: Peltohiirentie 3, 01800 Klaukkala, Finland
E-mail: info@prondea.fi

2. Contact information in matters related to personal data files

Pekka Kailio
Address: Peltohiirentie 3, 01800 Klaukkala, Finland
E-mail: info@prondea.fi

3. Register name

The register of customers and interest groups

4. Purpose of use of personal data

Grounds for keeping the register:

- personal data is being processed based on an existing customer relationship
- personal data is being processed based on consent (e.g. a list of potential customers collected at a fair, and the form has included giving consent for marketing)
- personal data is being processed to take care and to develop the relationship with the customer, to deliver and to invoice the orders from the customer
- personal data is being processed to market the products
- personal data is being processed to make reports and to prepare statistics

5. Personal data recorded in the register

The customer register contains the following information of the customers:

Contact information

- Name
- Address

- E-mail
- Phone number
- Business ID, VAT number
- Web address
- The branch of the customer
- Contacts with the customer

Customer information

- Information on products/services bought

6. Regular information sources

Customer information is regularly obtained

- from the customer as the customer relationship is born
- from the customer through an online form
- from the customer at the meetings
- from the web address of the customer
- from Trade Register
- from other public or private registers.

7. Regular disclosure of data

The data is not generally disclosed for marketing purposes outside Prondea Oy. The data is not disclosed outside of EU nor ETA.

8. Personal data processors and duration of processing

Only authorized employees of Prondea Oy are processing the customer register. Each employee has his or her own username and password to the system. The information is being collected to data bases which are properly secured and used only by authorized employees.

Personal data is usually processed for as long as the customer relationship exists and after that as prescribed by law (max 10 years).

The data subject may unsubscribe from our marketing list by clicking the link on each of our marketing e-mails.

9. The data subject's rights

The data subject has the following rights, and requests for their use should be sent to the person mentioned in point 2.

Right to access data

The data subject may check the data we have recorded.

Right to rectification

The data subject may request the rectification of inaccurate or incomplete personal data.

Right to object

The data subject may object to the processing of personal data if the data subject feels that personal data has been processed unlawfully.

Right to forbid direct marketing

The data subject has the right to forbid the use of personal data for direct marketing.

Right to deletion

The data subject has the right to request the deletion of data if personal data processing is not necessary. We will handle the request for deletion and proceed to either delete the data or state a justified reason for not being able to delete the data.

It should be noted that the controller may have legal or other rights to not delete the requested data. The controller is obligated to preserve accounting materials for the duration (10 years) set out in the Accounting Act (Chapter 2, Section 10). For this reason, materials related to accounting cannot be deleted before that term has expired.

Withdrawing consent

If the processing of personal data is only based on the data subject's consent and not for instance on a customer relationship or membership, the data subject may withdraw consent.

The data subject may complain of the decision to the Data Protection Supervisor

The data subject has the right to demand us to restrict the processing of controversial data until the matter is solved.

Right to complain

The data subject has the right to complain to the Data Protection Supervisor if the data subject feels that we are violating the effective data protection regulation when processing personal data.

Contact information of the data protection supervisor: www.tietosuoja.fi/en/index/yhteystiedot.html