

# Privacy Statement

## 1. Data controller

### **Oy Scantarp Ab**

Lukkosalmentie 4  
70420 Kuopio, Finland  
Business ID 2017560-9

Data file contact: Heikki Kotala  
(heikki.kotala@scantarp.fi)

## 2. Data subjects

Oy Scantarp Ab corporate customers' contact persons

## 3. Legal grounds and purpose of the data file

Customers' personal data is only processed for the following predetermined purposes:

- customer service
- invoicing
- customer communications
- surveys and studies carried out in order to develop customer relationships

## 4. Personal data stored in the register

The corporate customer contact data file may include information about corporate customers and their contact persons.

Basic company information:

- company name
- business ID
- industry
- address and billing address
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Contact person details:

- company name
- contact name
- address
- telephone number
- email address

## 5. Rights of data subjects

With regard to customer information, customers have the following rights. All requests regarding these rights should be made to the nominated contact person by email.

### **The right of inspection**

Our customers have the right to inspect their personal data that we have stored. The customers have the right to request that any incorrect data be rectified or incomplete data supplemented.

### **Right to object**

Customers have the right at any time to object to the processing and storing of their personal data if they perceive that their personal data is being processed unlawfully.

### **Right to erasure**

If customers think that retaining and processing some of their personal data is not required for Oy Scantarp Ab's operations, they have the right to request that the data in question be deleted. After the request has been processed, we either delete the data or inform the customers of a reason why the data cannot be deleted. If the customers do not agree on the outcome, they have the right to file a complaint with the Data Protection Ombudsman. Customers also have the right to demand that the processing of the data under dispute be restricted until the matter is resolved.

### **Right to appeal**

Customers have the right to file a complaint with the Data Protection Ombudsman if they find that Oy Scantarp Ab violates any data protection or privacy laws.

## **6. Regular sources of data**

The regular sources of our customers' contact persons' details are

- customer company representatives by email, telephone, forms and other similar means
- the contact persons themselves

## **7. Regular disclosure of data**

Oy Scantarp Ab does not sell or rent the personal data in the data file to third parties. We will only disclose personal data to third parties in the following cases:

- We may disclose your personal data to third parties if you have given your consent.
- If we merge or otherwise organise our operations, your personal data may be disclosed within the new organisation.

## **8. Duration of the processing**

Customers' personal data is processed for as long as it is necessary for our business operations. Personal data will be deleted one year after we have been informed that the person in question is no longer employed by the customer company.

## **9. Processors**

A customer's personal data is only processed by those persons whose duties involve working with the particular customer company.

## **10. Transfers of data outside the EU**

Personal data will not be transferred outside the EU or the EEA.

## **11. Cookies and tracking technologies**

We may collect information about a user's device by using cookies and other similar technologies. Third parties may set cookies on devices when a user visits our services to compile statistics about the number of visitors to different websites. Third parties include, for example, external suppliers of measurement and tracking services, etc. Our services may also include links to other websites and social media services, but we are not responsible for the privacy policies or content of these third-party websites. We recommend that you review the privacy policies of these services.

## **12. Automated decision-making and profiling**

We do not use data for automated decision-making or profiling.

## **13. Principles of protecting the data file**

The data network and hardware of the controller and its potential IT partners in which the data file is located are protected by firewalls and generally accepted technical means.