

## **Register and privacy policy**

This is the register and privacy policy of Isokummun Kehräämö Oy in accordance with the EU General Data Protection Regulation (GDPR). Made: 18.2.2023.

### **1. Registrar**

Isokummun Kehräämö Oy, Lastauskuja 1, 69150 Eskola

[isokummunkehraamo@gmail.com](mailto:isokummunkehraamo@gmail.com), 045 145 8447

### **2. Contact Person responsible for the Register**

Sami Kumpulainen, [isokummunkehraamo@gmail.com](mailto:isokummunkehraamo@gmail.com), 045 145 8447

### **3. Name of the Register**

Company's customer register

### **4. Legal basis and the purpose of handling personal data**

The legal basis for processing personal data under the EU General Data Protection Regulation is

- the consent of the individual
- a contract to which the data subject is a party
- law

The purpose of processing personal data is to contact customers.

The data will not be used for automated decision-making or profiling.

### **5. Information content of the Register**

The information stored in the register includes: name of the person, company/organisation, contact information (phone number, email address, address), information about ordered products and changes to them, billing information, other information related to the customer relationship and ordered services or products.

The IP addresses of visitors to the website and the cookies necessary for the functioning of the service are processed for legitimate interests, such as ensuring data security and collecting statistics on visitors to the website in cases where they can be considered as personal data. Third party cookies are subject to separate consent where necessary.

### **6. Regular sources of Information**

Information stored in the register is from the customer via messages sent through web forms, emails, social media, contracts, customer meetings and other situations where the customer gives information with his/her consent.

Information on contact persons of businesses and other organisations may also be collected from public sources such as websites, directory services and other businesses

#### **7. Regular disclosures and transfers of data outside the EU or EEA**

Information is not routinely disclosed to other parties. Data may be published to the extent agreed with the customer.

Data may also be transferred outside the EU or EEA by the Registrar.

#### **8. The Principles of Registry security**

The records are handled with care and the data processed by the information systems are appropriately protected. When register data is stored on Internet servers, the physical and digital security of their hardware is properly ensured. The Registrar ensures that the stored information, as well as server access and other critical information to the security of personal data, is handled confidentially and only by the employees whose task it is.

#### **9. The right of inspection and the right to have the data corrected**

Every person in the register has the right to verify their data stored in the register and to request the correction of any inaccurate information or the correction of incomplete information. If a person wants to check or rectify the information stored about him/her, the request must be sent to the Registrar, who can ask the applicant to prove his/her identity, if needed. The Registrar will respond to the customer within the time limit set by the EU General Data Protection Regulation (usually within one month).

#### **10. Other rights related to the handling of personal data**

A person on the register has the right to request that personal data relating to him/her be removed from the register (“the right to be forgotten”). The person also has other rights under the EU General Data Protection Regulation, such as restricting the processing of personal data in certain situations. Requests should be sent to the Registrar, who can ask the applicant to prove his/her identity, if needed. The Registrar will respond to the customer within the time limit set by the EU General Data Protection Regulation (usually within one month).