

## Privacy Notice

**This Privacy Notice describes how we handle the personal data of our customers, suppliers and other cooperation partners at Clean Contract Oy.** The protection of personal data is very important for us and we process personal data in accordance with the applicable data protection legislation.

### 1. Controller

**Clean Contract Oy** (2669640-5)

Contact information:

Raastuvankatu 20  
65100 Vaasa, Finland

**Contact information in matters relating to privacy issues:**

Clean Contract Oy, Merja Kohonen, Raastuvankatu 20, 65100 Vaasa, Finland

telephone: +358-40-1285595

e-mail: merja.kohonen@cleancontract.fi

### 2. Registered subjects

The private customers and the contact persons of the current and potential corporate customers, suppliers and cooperation partners are registered.

### 3. The purpose and basis of the processing of personal data

The purpose of the processing is to manage the customer, supplier and other cooperation partner agreements and relationships. The processing of personal data is necessary for the fulfilment of the agreements, the actions required before the agreement and the legal requirements, and for the purposes of the legitimate interests pursued by the controller in connection with the customer service and marketing.

### 4. Collected personal data

Only such personal data of the private customers and the contact persons of our corporate customers, suppliers and other partners is registered which is necessary for the processing:

Contact information

- name
- address
- e-mail
- telephone number

Other information

- information relating to the fulfilment of the assignment, invoicing and collection of receivables

- other information for managing the customer relationship

Our websites use Google Analytics -program for visitor follow-up. The cookies of the program gather anonymous information e.g. about the amount of the visitors on our websites.

## 5. Your rights

You have the following rights which you can exercise by contacting CLean Contract Oy, Merja Kohonen, Raastuvankatu 20, 65100 Vaasa or e-mail: merja.kohonen@cleancontract.fi:

### Right to access

You can check the personal data relating to you.

### Right of rectification

You can request that inaccurate or incomplete personal data shall be corrected.

### Right to object

You can object the processing of personal data if you think that your personal data has been processed against the law.

### Direct marketing

You can prohibit future direct marketing.

### Right to erasure

You can request that your personal data shall be erased if e.g. the personal data is no longer necessary for the purposes for which it was collected. We shall process the request of erasure and thereafter erase the personal data or let you know the grounds of not erasing the data. It is to be noted that we may have a legal requirement or right why the data cannot be erased.

### Withdrawal of consent

In cases where the processing is based on your consent, you have the right to withdraw your consent to such processing.

### Right to file a complaint

You have the right to request restriction of processing certain data until the matter has been solved.

You have the right to file a complaint to the Data Protection Ombudsman if you wish. The contact information of the Data Protection Ombudsman can be found here:

[www.tietosuoja.fi/fi/index/yhteystiedot.html](http://www.tietosuoja.fi/fi/index/yhteystiedot.html)

## 6. Regular data sources

Personal data is usually received from yourself, from the customers, suppliers and other cooperation partners e.g. through request of quotation, agreement, order, invoice, e-mail, telephone conversation or meeting or from newspapers or other publications. You can also leave information on our web page through the contact form.

## **7. Regular data transfer**

Personal data is not transferred outside the controller for marketing purposes. The processing of personal data may be partly outsourced to a third party e.g. due to IT support or accounting. In such cases the protection of personal data shall be secured through appropriate agreements.

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

Personal data is processed only as long as it is necessary for the operations of the controller.

## **9. Processors of personal data**

The personal data has been appropriately secured by technical and organizational measures. Personal data in electric form is secured by tokens, fire walls etc. and papers are stored in locked premises in locked drawers. Personal data will only be processed by the controller's employees who need the personal data to perform their work.

## **10. Data transfer outside EU**

The personal data is primarily processed within EU only. However, your information may need to be transferred in some cases outside the EU/EEA. In such case we ensure a sufficient level of data security by applying protection measures to the transfer in accordance with data protection legislation.

## **11. Automatic decision making and profiling**

The personal data is not used for automatic decision making or profiling.