

THE PRIVACY POLICY OF NORLAS OY'S CUSTOMER AND MARKETING REGISTRY

1. Controller

Norlas Oy (hereafter referred to as "The company")
Business ID 0908319-9
Petikontie 20, 01720 Vantaa

2. Contact person in matters regarding the registry

Veikko Paananen
tietosuoja@norlas.fi

3. Name of the registry

Norlas Oy's customer and marketing registry

4. The purpose and reasoning for processing personal data

The personal information of pre-existing clients may be processed for the following purposes:

- Maintaining the customer relationship and providing customer service
- Collecting and processing customer feedback
- Conducting opinion and market research
- Executing, developing and tracking marketing, communications and sales

The personal information regarding potential clients is used to directly market the company's products and services and to perform other sales and marketing activities. Personal information may be shared with other companies within the same corporation and/or external service providers. The general legal basis for processing personal information, as established by the General Data Protection Regulation (GDPR), is the controller's given right and/or the contract relationship.

5. Information in the registry

Following information may be saved in the registry: company/organization name, contact person's name, contact information (phone number, email, address), information about the products and services ordered, invoicing information and other information regarding the client relationship. Information will be stored for the duration of the client relationship. We remove unnecessary information from our customer and marketing registry once every two years.

6. Information sources

The information stored in the registry is primarily retrieved from the registered persons themselves, for example from online forms, emails, phone calls, social media services, contracts, client meetings and other situations where the customer provides information. Personal information may also be collected from public sources and through communities that offer services regarding personal information.

7. Information releases and transferring information outside the EU and EEA

The company may release personal information as is required and/or allowed by the current legislature. We have ensured that all our service providers follow data protection laws. Information may be transferred outside of the European Union or the European Economic Area. In these instances, we will maintain the necessary data protection measures that are required by law.

8. Principles for protecting the registry

We practice special care when processing the registry. Data processed by information systems is protected accordingly. When information is stored on servers, their physical and digital information safety is protected accordingly. The controller ensures that the information stored, server log-ins and other data that is critical to the safety of personal information is handled confidentially and only by employees whose position requires it.

9. Checking your personal data and requesting corrections

Every person in the registry has the right to check their information and request the correction of a potential error or the completion of missing information. The registered may request that their information is checked and/or corrected by contacting the contact person in matters regarding the registry and by delivering a written and signed request by letter or email.

10. Right of veto

Every registered person has the right to veto the processing of their personal information and its release for direct marketing by contacting our contact person and delivering a written and signed request by letter or email.

11. Changing the privacy policy

We aim to constantly improve our services and thus reserve the right to change this privacy policy by announcing changes on this page.