

# Privacy policy

## 1. The company

Name: Optifin Oy

Business ID: 1073547-3

Address: Mestarintie 14

Postal code: 06150

Postal address: PORVOO

Phone number: +358 (0)20 743 9370

E-mail address: info@optifin.fi

## 2. Person in charge of the register

Company: Optifin Oy

Name: Katja Veikkolainen

Address: Mestarintie 14

Postal code: 06150

Postal address: PORVOO

Telephone number: +358 (0)40 900 1416

E-mail: katja.veikkolainen@optifin.fi

## 3. Data Protection Officer

Company: Optifin Oy

Name: Kimmo Veikkolainen

Address: Mestarintie 14

Postal code: 06150

Postal address: PORVOO

Telephone number: +358 (0)40 900 1415

E-mail: kimmo.veikkolainen@optifin.fi

## 4. Purpose of the register

The personal data collected will be used for business operations, customer identification and access rights management. To deliver orders from registered users, to carry out installation and maintenance operations and to maintain and develop customer relations.

## 5. Grounds for data collection and processing

Customer data is collected and processed with the customer's consent, or in order to implement a contract with the customer.

## 6. Data content of the register

Company name, Business ID, Responsible person, Delivery address, Billing address, E-mail address and Telephone number.

## **7. Data retention period**

The company and personal data are kept for as long as they are needed for the purposes of dealing with the customer, contract with the customer or to develop customer service.

## **8. Regular data sources**

Data collected in the register: from the person himself/herself and from wholesalers. From the customer and from the supplier himself/herself, and from registers held by the public authority to the extent permitted by law. Information is also collected through Google or other search engines.

## **9. Regular disclosures and data transfers outside the EU or the European Economic Area**

Data may be regularly disclosed outside the company, and in particular to manufacturers of products. Some of the external service providers used by the company or software providers used by the company may hold data outside the EU or the European Economic Area.

## **10. Use of cookies**

We use cookies on our website. A cookie is a small, user-generated file that we use to store information about you sent to and stored on a user's computer, which is a small text file that is sent to the user's computer and stored there. That enables the website operator to identify the visitors who visit the website frequently, to facilitate their log-in and to allow them to access the website more easily and to enable aggregate information about visitors to be compiled. This feedback helps and allows us to continuously improve the content of our website. Cookies do no harm users' computers or files. We use them so that we can provide our customers with information and services tailored to their individual needs and services.

If a user visiting our website does not want us to receive the above information through cookies, most browsers allow you to disable the cookie function. This is usually done through the browser settings. However, please note that cookies may be necessary for the proper functioning of some of the pages we maintain and services we provide.

## **11. Protection of the register**

Data is transferred over an SSL-secured connection. Electronic data is protected by a firewall, usernames and passwords. Access to the data is restricted to those persons who need the data for their tasks and are employed by the company.

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

No automated individual decisions (Article 22 of the EU GDPR) are taken.

## **13. Rights of the data subject**

The data subject has the right to check what data relating to him or her have been recorded in the personal data file. A written request for inspection must be signed and sent to the person responsible for the register. The right of inspection is free of charge and can be exercised no more than once a year. The data subject has the right to request the rectification of inaccurate or outdated data, or erasure or transfer of data from one system to another. He/she also has the right to restrict or object to the processing of his/her data in accordance with the EU General Data Protection Regulation (Articles 18 and 21). Data subjects have the right to withdraw their prior consent to the processing of their data or to lodge a complaint with a supervisory authority about the processing of their personal data. Data subjects also have the right to object to the use of their data for direct marketing purposes.