

## >>> PRIVACY POLICY

This Privacy policy applies to the processing of customers', suppliers', and other cooperation partners' personal data in Tarkmet Oy. Protecting personal data is important to us and we follow the regulations concerning data security.

### Data controller

**Tarkmet Oy** (business ID 1553190-4)

Gerbyntie 18-22

65230 Vaasa

### Contact person for matters concerning the register

Tanja Viita

Gerbyntie 18-22

65230 Vaasa

tanja.viita@tarkmet.fi

Phone number: +358 40 544 8225

## 1. Purpose and basis of the processing of personal data

The purpose of the processing of personal data is the management of customer, supplier, and other cooperative relationships as well as contracts. The processing of personal data is necessary in order to realise the data controller's legitimate interests concerning marketing and customer service, to fulfil contractual obligations, to carry out procedures preceding the conclusion of contracts at the data subject's request, and/or to fulfil statutory obligations.

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

## 2. Data subjects

The data subjects are the contact persons of existing and potential customers, suppliers and cooperation partners.

## 3. Data content of the register

We only add appropriate data necessary for processing to our register, including name, phone number, email and address. In addition, we save information related to servicing the contract, invoicing and debt collection, and actions related to customership maintenance.

## 4. Regular sources of data

We may acquire the information from the data subject themselves, or the customers, suppliers and/or cooperation partners with, among others, invitations to tender, contract, order, invoices, via email, telephone or meeting, or, for example, from newspapers or other publications, Posti address information system, phone company contact information registers, and other similar private or public registers. Information may also

be provided using the contact form on the website. In addition, we can buy the information from private registers, such as Vainu Oy.

## 5. Personal data retention and restriction of its processing

Personal data is processed confidentially, appropriately, and securely. The data is updated whenever necessary and inaccurate or erroneous data is removed or changed. The data is only retained as long as it is necessary for the operations of the data controller.

## 6. Disclosure of data

Personal data is not disclosed to external parties for marketing purposes. The processing of personal data can be partially outsourced to a third party, in which case we ensure with contractual arrangements that the personal data is processed in accordance with the valid data protection regulations and otherwise appropriately.

Personal data is not transferred outside of the EU or European Economic Area.

## 7. Processors of personal data

Only certain predetermined employees of the data controller have access to information containing personal data. The information is protected by both technical and organisational means.

## 8. Cookies

Our website uses cookies. The website sends a cookie – a small text file which is saved on the computer's hard drive – to the browser. We use both temporary, session-specific cookies, which are closed when you close your Internet browser, and permanent cookies, which are saved on the computer's hard drive. Cookies are used to monitor the volume of traffic on the site. All collected data is anonymous, and it cannot be used to connect actions carried out on the internet with specific individuals. If desired, you may avoid cookies by changing the settings of your browser to block their use.

## 9. The rights of the data subject

The data subject has the following rights, and requests concerning their use should be delivered to the following address: Tarkmet Oy, Tanja Viita, Gerbyntie 18-22, 65230 Vaasa or by e-mail [tanja.viita@tarkmet.fi](mailto:tanja.viita@tarkmet.fi)

### Right of inspection

The data subject may check the personal data that we have saved.

### Right to rectification of data

The data subject may request rectification of erroneous or defective data which concerns him or her.

### Right to object

The data subject may object to the processing of personal data if he or she feels that the personal data has been processed unlawfully.

### Prohibition of direct marketing

The data subject has the right to prohibit the use of the data for direct marketing.



### **Right of removal**

The data subject has the right to request the removal of data if processing of the data is not necessary. We will process the removal request, after which we will either remove the data or communicate a justified reason why the data cannot be removed.

Note that the data controller may have a legal or other right not to remove the requested data. The data controller has the obligation to retain accounting material in accordance with the time period (10 years) specified in the Accounting Act (section 2, subsection 10).

### **Withdrawal of consent**

If the processing of the data subject's personal data is based solely on consent rather than, e.g., a customership, the data subject may withdraw their consent.

### **The data subject can appeal the decision to the data protection ombudsman**

The data subject has the right to demand that we restrict the processing of the contested data until the matter is resolved.

### **Right to lodge a complaint**

The data subject has the right to lodge a complaint with the data protection ombudsman if he or she feels that we are infringing the valid data protection legislation in our processing of personal data.

Contact details of the data protection ombudsman: [www.tietosuoja.fi/fi/index/yhteystiedot.html](http://www.tietosuoja.fi/fi/index/yhteystiedot.html)