



KAINUUN ETU

Privacy Policy: Contact Request Form

EU's General Data Privacy Regulation (679/2016)
Personal Data Act (523/1999) 10§ and 24§

Updated 24.05.2018

1. Keeper of the Registry

Kainuun Etu Ltd.
Business ID: 0784050-4

Seminaarinkatu 2, Intelli-building, PL 10
FI-87100 Kajaani, Finland

2. Contact Person for Registry Related Matters

Kati Moilanen
Management's secretary
+358 44 551 4602
kati.moilanen@kainuunetu.fi

3. Name of the Registry

Kainuun Etu Ltd.'s contact request form

4. Purpose and the Legal Justification of Processing the Personal Data

Personal data is processed in order to handle customer relations, feedback, reclamation, offer or other appropriate connections.

Personal data is processed based on the consent given by the registered.

5. Contents of the Registry

The registry may contain the following information:

- Name
- Phone number
- Email address



6. Sources of the Data

Contact request form located in Kainuun Etu Ltd.'s website, that the sender fills by themselves, acts as the only source of data. By sending a contact request through Kainuun Etu Ltd.'s website, the sender gives the consent for the processing of his/her data.

7. Disclosure to Third-Parties

Data received through Kainuun Etu Ltd.'s website's contact request form is not disclosed to third-parties.

The data can be disclosed to authorities in legal cases.

8. Transfer of Data Outside the European Union or the European Economic Area

Data is not transferred outside the European Union or the European Economic Area.

9. Protection Principles of the Registry

Personal data is stored as confidential. Only employees who have signed a non-disclosure agreement have access to personal data.

Electronic data

Network and hardware that contains the registry is protected with firewalls, passwords as well as with other approved technical measures.

Manual material

Documents containing personal data are kept in the business premises, in locked cabinet, to which the entry has been blocked from outsiders.

10. Preservation Time of the Personal Data

The data collected to the registry will be stored as long and in the extent that is necessary related to the original or compatible purposes, for which the data was collected. The legal justification and the processing needs will be evaluated at least every five (5) years.

The registry keeper evaluates the preservation need according to its practice regulations. In addition, the registry keeper will implement all reasonable actions to ensure that all misinformation is corrected, and old personal data will be deleted.



11. Rights of the Registered

Requests to implement the rights of the registered will be directed to the contact person mentioned in this document.

Right to Check the Data and Correct It

The registered has a right to receive confirmation if data related to him/her is processed, and if so, he/she has a right to receive a copy of the personal data.

The registered has a right to demand Kainuun Etu Ltd. to correct his/her inaccurate or incorrect information, as well as to fill in the missing information without unnecessary delays.

Right to Delete the Data

The registered has a right to demand the deletion of the data without unnecessary delays, presuming that:

- The personal data is no longer needed for the purposes that they were collected/processed for;
- Registered cancels his/her consent, to which the processing has been based, and there is no other legal justification for the processing.
- The personal data has been processed against the law.

Right to Restrict Processing and Right to Contest

The registered has a right to demand that the registry keeper restricts the data processing if:

- Registered denies the accuracy of the personal data
- Processing is against the law and registered contests the deletion of data
- The registry keeper no longer requires personal data in question for the processing purposes
- Registered has contested the processing of personal data by invoking the 21st article's section 1.

The registered has a right to contest the processing of his/her personal data at any time.

Right to Cancel the Consent

Registered has a right to cancel the consent that he/she has given for the data processing without affecting the legality of the processing that happened before he/she cancelled the consent.



Right to Transfer Data from One System to Another

The registered has a right to receive the personal data in organized, commonly used and mechanically readable form, and the right to transfer the personal data in question to another registry keeper.

Right to Appeal to the Supervising Authority

The registered has a right to appeal to the supervising authority, if he/she sees that the data privacy regulation is being broken during the processing of the personal data.

12. Additional information

For further information, the registered can contact the contact person mentioned in section 2 of this document, if he/she so wishes.