

1 Controller

Name: Ceriffi Oy

Address: Kehräämöntie 7 pl 132, 87400 Kajaani

Other contact info (e.g. phone during work time, email address) 0505923958, samuli.muhoenen@ceriffi.fi

2 Contact person in the matters related to the register

Name: Samuli Muhonen

Address: Nisulankatu 78, 40720 Jyväskylä

Other contact info (e.g. phone during work time, email address) 0505923958, samuli.muhoenen@ceriffi.fi

3 Name of the register

Customer Register of Ceriffi Oy

4 Purpose for the data processing

The condition for conducting the personal data processing according to the general personal data law is the justified privilege, customer relationship, customer agreement, the mandate given by the customer or the implementation of the rights and duties according to the legislation and contracts between Ceriffi Oy and customer.

The purpose of the register is the management of customer relations, marketing and the development of the services of Ceriffi Oy. The data in the register can be managed for handling the customer relations and the marketing purposes.

5 Data content of the register

Name information, email address, phone number, cookies, location information, IP-address.

Personal data obtained during the customer relationship.

Personal data obtained during the marketing procedures.

Personal data obtained during the use of services (e.g. Ceriffi Check).

6 Regulated sources of data

Personal data stored to the Ceriffi Oy's web site (request for contact / guides' download) and cookies and also Google Analytics data (e.g. location information, IP-address).

Customer-relationship-related obtained personal data that can be used in the handling of the customer relationships.

During the customer relationship the personal data is possibly enriched (profiled) e.g. in the form of contacts or conversations. Personal-data-enrichment is always related to the managing of the specific customer case.

Personal data occurred during the marketing procedures. Personal data is possibly enriched e.g. in the form of contacts and/or conversations.

Personal data acquired from commercial registers. Personal data is possibly enriched e.g. in the form of contacts and/or conversations.

7 Regular handovers of the data

Data can be handed over within the permitted and decreed parametres of the valid legislation. Ceriffi Oy can hand over the personal data to the business partners in the matters related to the marketing or customer relationship.

8 Transfer of the data outside EU or EEA

Ceriffi Oy does not primarily hand over customer's personal data outside European Union or EEA, European Economic Area. The data can, however, be transferred or handed over outside European Union or European Economic Area within the parametres permitted by the personal data law if:

- the data is transferred to the country in which the European Commission has stated the privacy to be on sufficient level, or
- the sufficient level of privacy can be guaranteed by the contract arrangements, or
- the customer has given the agreement for the arrangement. The international web-service providers of the company take care of the privacy of their own services with the EU-U.S. Privacy Shield -arrangements.

9 Principles for the protection of the register

A Manual material

Manual material is not primarily formed from the customer register. If manual material is being formed, it is kept in the Ceriffi Oy's office premises to which only personnel of the company have the access.

B ADP-processed-data

The information security of Ceriffi Oy's customer register and the confidentiality, integrity and usability of the personal data is verified with appropriate technical and organisational procedures. The data and the service is protected among other thing by firewall, protection of the physical device premises, access control, user permits and encryption methods and via the active supervising of the above mentioned. Personal data is protected from the unauthorized access and illegally or accidentally occurred data processing.

10 Inspection right

The person, whose information has been stored in the Ceriffi Oy's customer register, has the right to inspect the legality of the information. Request for inspection must be delivered to Ceriffi Oy's contact person in the written and/or oral form and the request must be recorded. Ceriffi Oy has the responsibility to verify the correctness of the request and deliver the personal data in digital or paper form within one month (30 days).

11 Right to demand the correction of the information

The person, whose information has been stored in the Ceriffi Oy's customer register, has the right to inspect the legality of the information and request the correction for them if needed. Request for inspection and/or correction must be delivered to Ceriffi Oy's contact person in the written and/or oral form and the request must be recorded. Ceriffi Oy's responsibility is to verify the correctness of the request and deliver the personal data in digital or paper form within one month (30 days).

If the personal data is no longer needed for taking care of the customer relationship, the particular person has the right to request the erasure of the data from Ceriffi Oy's customer register. Request for removal must be delivered to Ceriffi Oy's contact person in written and/or oral form and the request must be recorded. Ceriffi Oy's responsibility is to verify the correctness of the request and deliver the personal data in digital or paper form within one month (30 days).

12 Other rights related to the personal data processing

Right to withhold from marketing communication

- You have the right to withhold from receiving the marketing communication from Ceriffi Oy by following accordingly:
- By contacting us by email
- If you withhold from accepting the marketing communication, you can receive administrative notifications from Ceriffi Oy, such as order confirmations and notifications about the events of your user account (e.g. confirmations and notifications about changing the password).