

PRIVACY POLICY

Created 28.2.2018
Updated 21.5.2018

1 Data controller	Name Adina Solutions Oy, VAT number 2794109-7
	Address Rautatienkatu 21B, 33100 Tampere
	Other contact information (for example, phone during office hours, e-mail) anu.granroth@adina.fi +358504867820
2 Person in charge of and acting as contact person for register matters	Name Anu Granroth
	Address Rautatienkatu 21B, 33100 Tampere
	Other contact information (for example, phone during office hours, e-mail) anu.granroth@adina.fi +358504867820
3 Name of the register	Adina Solutions Oy Customer Register
4 Purpose for maintaining the register	The Adina Solutions Oy Customer Register is used to manage the business activities of Adina Solutions Oy. We process personal data for the purposes of customer communication and relationships, invoicing and debt collection, and development of business activities. Processing of personal data is based on the purposes of legitimate interests pursued by the controller and for the performance of a contract.
5 Personal data contained in the register	The following personal data is included in the register: <ul style="list-style-type: none">- First name, last name- Company- Profession- E-mail- Telephone- Postal address (street address, postal code, city, country)- Billing address (street address, postal code, city, country, electronic invoice information)
6 Regular sources of information	Personal data is collected directly from the data subject as they contact Adina Solutions.
7 Disclosure of data	Adina Solutions does not disclose personal data contained in the register.
8 Transferring data outside EU or EEA	Some data management systems used by the controller for storing their company data may transfer data outside EU or EEA, especially when their servers are located outside the EU or EEA.
9 Register protection	A Manual -

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	<p>B Computerised The Adina Solutions Oy Customer Register is maintained in a third-party storage service. The Customer Register is access controlled and can be used and modified only by using a personal username and password.</p>
10 Right to inspection	<p>Every Adina Solutions Oy customer can check what personal data Adina Solutions Oy has on them in the data file.</p> <p>Contact the contact person in writing to initiate the process.</p>
11 Right to correction	<p>Every Adina Solutions Oy customer can correct the personal data Adina Solutions Oy that has on them in the data file.</p> <p>Contact the contact person in writing to initiate the process.</p>
12 Right to be forgotten	<p>Every Adina Solutions Oy customer can ask to be removed from the Customer Register. If certain grounds, as specified in the General Data Protection Regulation, apply, personal data are to be removed. In some cases, the legitimate interests or compliance with legal obligation may prevent the removal of certain personal data.</p> <p>Contact the contact person in writing to initiate the process.</p>
13 Storing personal data	<p>The personal data in Adina Solutions Oy Customer Register is saved only as long as it is required considering the usage of the register. Old and unnecessary personal data is deleted. Personal data related to bookkeeping is stored as long as it is legally required.</p>
14 Complaints to the supervisory authority	<p>Adina Solutions Oy aims to solve all differences together with the data subject, but the data subject has the right to complain to the supervisory authority.</p>
15 Other information and right regarding personal data	<p>The personal data is not used for direct marketing or telemarketing, market or opinion surveys, vital records or genealogy.</p> <p>The personal data is not used for automated decision making or profiling.</p>