

# GDPR privacy notice

The data controller has an obligation under the EU General Data Protection Regulation to provide clear information to data subjects. This privacy notice fulfills the obligation to provide information.

## 1. Data controller

Tekupit oy  
Jari Vainio  
Koiramäki 4  
33960 PIRKKALA  
0407090509  
[jari.vainio@tekupit.fi](mailto:jari.vainio@tekupit.fi)

## 2. Data subjects

The register includes contact persons of supplier and customer companies.

## 3. Purpose of processing personal data

Personal data is processed only for predefined purposes, which are as follows:

- Processing orders and invoicing based on contract fulfillment.
- Accounting based on a legal obligation.
- Communication with customer and supplier companies based on legitimate interest.

## 4. Personal data to be stored in the register

The customer and supplier register contains the following information:

- Name
- Phone number
- Email address
- Employer
- Work address

## **5. Rights of the registered person**

Registered person has rights mentioned below, requests for the use of the rights should be made to the address:

Jari Vainio  
Koiramäki 4  
33960 PIRKKALA  
0407090509  
jari.vainio@tekupit.fi

### **Right of inspection**

The data subject has the right to check the personal data we have stored.

### **Right to rectification**

The data subject may request the correction of inaccurate or incomplete information concerning them.

### **Right to object**

The data subject may object to the processing of personal data if they believe that their personal data has been processed unlawfully.

### **Right to opt-out of direct marketing**

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

### **Right to erasure**

The data subject has the right to request the deletion of data if the processing of the data is no longer necessary. We will handle the deletion request and either delete the data or provide a justified reason why the data cannot be deleted.

It should be noted that the data controller may have a legal or other right to refuse the deletion of the requested information. The data controller is obliged to retain accounting records for the period defined in the Accounting Act (Chapter 2, Section 10) (10 years). Therefore, accounting-related materials cannot be deleted before the expiration of the specified deadline.

### **Withdrawal of consent**

If the processing of personal data concerning the data subject is based solely on consent and not, for example, on a customer relationship or membership, the data subject can withdraw their consent.

### **The data subject can lodge a complaint with the Data Protection Ombudsman**

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

### **Right of appeal**

The data subject has the right to file a complaint with the Data Protection Ombudsman if they believe that we are violating the applicable data protection legislation when processing personal data.

Contact information of the Data Protection Ombudsman:

<https://tietosuoja.fi/en/office-of-the-data-protection-ombudsman>

## **6. Regular sources of information**

Customer information is regularly obtained from:

- The customer or supplier company itself at the beginning of the business transaction.
- Public sources of information.

## **7. Regular disclosures of information**

Information is generally not disclosed for marketing purposes outside of Tekupit Oy. We may disclose information to Partolan Tilitoimisto Oy for accounting purposes. Partolan Tilitoimisto Oy is committed to complying with the requirements of data protection regulations.

## **8. Retention period**

Personal data is generally retained as long as the data subject acts as a contact person for a customer or supplier company.

## **9. Processors of personal data**

The data controller and its employees process personal data. We may also partially outsource the processing of personal data to third parties, ensuring through contractual arrangements that personal data is processed in accordance with applicable data protection laws and otherwise appropriately.

**10. Transfer of data outside the EU**

Personal data is not transferred outside the European Union (EU) or the European Economic Area (EEA).

**11. Automated decision-making and profiling**

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

PIRKKAALA 24.5.2018



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SARI VAINIO