

Kivisampo Oy customer register / Register statement and information according to § 10 of the Personal Data Act (523/99)

about collecting cookies.

1. Registrar

Kivisampo Oy

Tehontie 45, 45200, Kouvola

Social security number: 0160761-3

info@kivisampo.fi

2. The person responsible for registry matters

Harri Lankinen

Tehontie 45, 45200, Kouvola

040 828 8083

harri.lankinen@kivisampo.fi

3. Register name

Kivisampo Oy customer register

4. Purpose of use of the register

The register is used for managing customer relations, information and marketing.

5. Data content of the register

The register contains the customer's name, e-mail, phone number, company name, billing address and contract and order information.

The register can also contain individual additional information and user data provided by the customer. of this information the customer will be notified separately about saving in the register.

6. Regular sources of information

- The contact form on our website, which the person can fill be himself/herself.
- Information received from the person himself, for example via e-mail or telephone.
- Individual contact information retrieved from different data sources, such as company websites.

When filling out the contact form on our website or providing information through other means, the person gives consent to the data controller to store and process the data he/she has provided here as described in the registration statement.

7. Regular disclosures of information

The information is confidential, and the information will not be disclosed to third parties.

Information is not disclosed or transferred outside the EU or the European Economic Area.

8. Principles of registry protection

The information in the register is stored in information systems and is protected in such a way that it cannot be accessed by unauthorized persons

parties do not have access to register data.

Only the persons responsible for Kivisampo Oy's customer register can access the information.

9. Right to inspect and correct data

The registered person has the right to check what information about him is stored in the customer register.

The registered person also has the right to demand the correction of incorrect information in the register. Information the correction request must identify the error to be corrected and indicate the information to be corrected.

The inspection request and correction request must be sent in writing and signed to the above

to the person responsible for registry matters.

10. Deletion of data

Data can be deleted at the request of the data subject.

11. Other possible rights

The registered person has the right to prohibit the controller from processing information concerning him/her, e.g. for direct marketing.

Our website may contain links to websites of third parties. The linked websites are not under our control, and we are not responsible for the content of third-party websites or their content of the links.

Prohibition of communication based on cookies takes place through the settings of the user's web browser.

12. Collection of cookies

Our website uses cookies. This information based on cookies can be e.g. made on the site functions, page visits or information about the devices used by the user.

The information is used to improve the functionality and content of websites, develop business and targeting marketing. The services we use that use cookies are Google AdWords and Google Analytics.

Cookies are user-specific, but the user cannot be identified based on them, unless the user is himself provided additional information, for example via the contact form. The user can himself influence the use of cookies through the settings of your internet browser, for example by disabling or clearing cookies cookie information.

It is good to take into account that cookies may be necessary for the proper functioning of some services for functioning.

Data protection and Registry statement updated 01.06.2019