

## Register description

Welcome to our register description! We hope that this document clarifies you our personal data processing practices. We have tried to write and explain everything as simple and understandable as possible but if there is any concerns or question, please feel free to ask for more information.

This document is compliance with the EU General Data Protection Regulation and Personal data act (523/1999). The purpose of this document is to openly and transparently explain our data processing practises. This register description applies to customers, website visitors, partners and potential customers of Almerin Ltd. In case the user of the service is not the subscriber of the service and the subscriber is an organization, municipality, community, school or institution, the subscriber as a controller is responsible for the personal data. Depending on the situation, the processing of personal data is based on consent or a legitimate interest.

### Name of the register

The customer register of Almerin Ltd.

### The controller

Almerin Ltd.  
2723215-1  
Sepänkatu 4  
40100 Jyväskylä

### Responsible contact person

Teemu Laitinen  
teemu.laitinen@almerin.com  
+358 44 5488674

### Data collected

Register may include the following data:

- Name
- title
- organisation
- class
- city
- email
- phone numbers
- user name
- password
- language
- feedback
- order information
- permits
- approvals
- billing and payment information
- information of order cancellation
- IP-address

### Purpose of processing personal data

Personal data is processed for the following purposes:

- marketing, including direct marketing
- customer service development
- customer event organization
- provision and execution of the service
- management of the customer relationship

### Regularly used sources of data

Data is collected from the following sources:

- contact form on the website
- cookies
- websites of co-operation or customer companies
- contact forms filled in fairs or events
- customers' calls or emails

### Data transfers outside of the EU or the EEA.

Personal data is not transferred outside EU or EEA.

### Disclose of the data

The data is not disclosed to any third-parties without a permit of the data subject. The data can only be forwarded in a situation where is a legitimate obligation.

### Data protection principles

Manually stored data doesn't exist. Digitally-stored data is protected with various administrative and technical means. Only employees whose working duties require the use of data are able to access the register.

### Rights

Every data subject has various rights related to the process of personal data. In case the data subject wants to be forgotten, she or he has a right to be erased from the register. To be erased from the register a signed request has to be delivered to the responsible contact person of the register. The data will be erased or a legitimate reason for refusal will be given. With a written request the data subject is able to ban direct marketing, access the data collected of him- or herself, correct inaccurate, incomplete, unnecessary or expired information in the register or prohibit the process of personal data considered him- or herself. All actions mentioned above are free of charge and will be implemented after the data subject has contacted the responsible contact person of the register. Also, every data subject has the right to appeal to the Data Protection Officer if any doubts about possible violations of the current Data Protection Act occur.

### Name of the register

Partner register of Almerin Ltd.

### The controller

Almerin Ltd.  
2723215-1  
Sepänkatu 4  
40100 Jyväskylä

### Responsible contact person

Teemu Laitinen  
teemu.laitinen@almerin.com  
+358 44 5488674

## Data collected

Register may include the following data:

- Name
- title
- organisation
- class
- city
- email
- phone numbers
- user name
- password
- language
- feedback
- order information
- permits
- approvals
- billing and payment information
- information of order cancellation
- IP-address

## Purpose of processing personal data

Personal data is processed for the following purposes:

- marketing and communication including direct marketing
- partnership development
- event organization
- provision and execution of the service
- management of the partnership

## Regularly used sources of data

Data is collected from the following sources:

- contact form on the website
- cookies
- websites of co-operation or customer companies
- contact forms filled in fairs or events
- partners' calls or emails

## Data transfers outside of the EU or the EEA.

Personal data is not transferred outside EU or EEA.

## Disclose of the data

The data is not disclosed to any third-parties without a permit of the data subject. The data can only be forwarded in a situation where is a legitimate obligation.

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