

Business Savo Oy - Privacy Statement

According to the General Data Protection Regulation, the personal data controller of a register is obligated to inform the register's data subjects clearly. This statement fulfills this informing obligation.

1. Personal data controller: Business Savo Oy

2. Contact information: Ahopellontie 29, 71490 Airaksela, Finland, petra@businesssavo.fi, +358(0)45 168 1030

3. Contact information in matters related to personal data files:

Business Savo Oy/Petra Ryymin ,

Ahopellontie 29

71490 Airaksela, Finland

+358 45 168 1030

petra@businesssavo.fi

4. Register:

Business Savo Oy's customer register includes customers and potential customers (information received from the customers or obtained from public sources.) The registry also includes companies and their contact person data.

5. Legal Grounds and Purpose of Keeping the Register

- Grounds for keeping the register
- Personal data is processed based on a registered customer relationship.
- Personal data is processed with consent.
- Permission to use the information and, therefore, the customer relationship is considered to have arisen when the company is established and registered in the public YTJ system and/or the customer contacts Business Savo electronically through online tools (homepage contact form, social media channels, etc.), email, phone, face to face, attending events, or by referral from a partner.
- Once a customer relationship has been established, the customer consents to the storage and processing of this/her data to manage the customer relationship.

6. The Purposes of the Register and the Processing of Personal Data

- Personal data will only be processed for pre-defined purposes, which are as follows:
- Company information and personal information and related transaction information are processed in customer relationship management and customer communications. From the point of view of customer relationship management, it is justified to process and use company information and contact information of company contact persons.
- If the customer company or contact person does not want the data to be processed, the company or contact person maybe a customer of Business Savo Oy.

7. Personal data to be stored in the register.

The customer register contains the following information:

Customer company information:

- Fully applied for from the public CSF system and, if necessary, supplemented from other public sources or the customer by himself.

- The information includes basic company information and the name, telephone number, contact person, and email address.

Customer information: information related to the management of the customer relationship about contacts, appointments, invoicing, and other relevant transactions.

8. The data subject's rights

The data subject has the following rights, and requests for their use should be sent to Business Savo Oy/Petra Ryymin.

Right to access data

The data subject may check the data we have recorded about the subject.

Right to rectification

The data subject may request the rectification of inaccurate or incomplete personal data.

Right to object

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

Right to forbid direct marketing

The data subject has the right to forbid the use of personal data for direct marketing, but that will end the use of the platform.

Right to deletion

The data subject has the right to request the deletion of data if personal data processing is not necessary. We will handle the request for deletion and proceed to either delete the data or state a justified reason for not being able to delete the data.

It should be noted that the controller may have legal or other rights to not delete the requested data. The controller is obligated to preserve accounting materials for the duration (10 years) set out in the Accounting Act (Chapter 2, Section 10). For this reason, materials related to accounting cannot be deleted before that term has expired.

Withdrawing consent

If the processing of personal data is only based on the data subject's consent and not for instance on a customer relationship or membership, the data subject may withdraw consent.

The data subject may complain of the decision to the Data Protection Supervisor

The data subject has the right to demand us to restrict the processing of controversial data until the matter is solved.

Right to complain

The data subject has the right to complain to the Data Protection Supervisor if the data subject feels that we are violating the effective data protection regulation when processing personal data.

Contact information of the data protection supervisor: www.tietosuoja.fi/en/index/yhteystiedot.html

9. Regular information sources

Customer information is defined as follows:

- Company information on the YTJ (Enterprise and Corporate Information System). YTJ is a standard service where you can provide information in a single notification to both owners.
- Company contact information can be from public sources, such as the company's website, Fonecta Finder service, or a contact person can be your own self.
- The information offers the customer himself, e.g., by direct contact via telephone, email, appointments, home page within the online form, recorded by the customer himself through data, through newsletter, social media, by agreement, from the public registers such as Asiakastieto

10. Regular disclosure of data

The data is not generally disclosed for marketing purposes outside Business Savo Oy.

Business Savo Oy engages in activities aimed at companies and communicates the activities of companies' liaison officers and training clients in matters related to them. Anonymous data collected via online platforms for customer's location, industry, etc., can be utilized for service development. If there is a need to disclose personally identifiable customer information, please contact us with separate consent to disclose the data in question from customers.

We are disclosing information (only non-personal information, for example, location) to the government of Finland to develop services that aim for business development and the success of companies. Furthermore, the Government of Finland has committed to complying with the requirements of the data protection regulation.

We have made sure that all our services are complying with data protection legislation. As a result, we are regularly using the following service providers: **Agile CRM**.

11. Duration of processing

Personal data is generally processed for as long as the customer relationship is valid.

The data subject is under the Accounting Act and the special conditions of the financier, the instructions of the authorities and different under national law.

12. Personal data processors

Business Savo Oy's primary customer data storage and processing system is the Vault system and the company's email system, and the telephone. In addition, Agile CRM is used as a customer information system and newsletter tool for collecting subscriber information (e-mail addresses) from the customer as mentioned above information system and public sources. Google tools are used for anonymous Data Analytics.

All customer registers managed by Business Savo Oy are used only for customer relationship management and customer communication. The data will not be disclosed outside marketing or similar purposes. The controller and its employees process personal information. We may also partially outsource the processing of personal data to a third party, in which case we guarantee through contractual arrangements that personal data will be processed properly following data protection law and otherwise as appropriate.

13. Other processors of personal data

Email addresses and phone numbers of corporate contacts are primarily the information you provide. To manage a customer relationship, it may sometimes be necessary to provide customer contact information, e.g. to the financier. Information is provided to the authorities following the agreement (e.g., project management).

14. Transferring data outside the EU

Personal data is not transferred outside the EU or the EEA.

15. Automatic decision-making and profiling

We are not using the data for automatic decision-making or profiling.