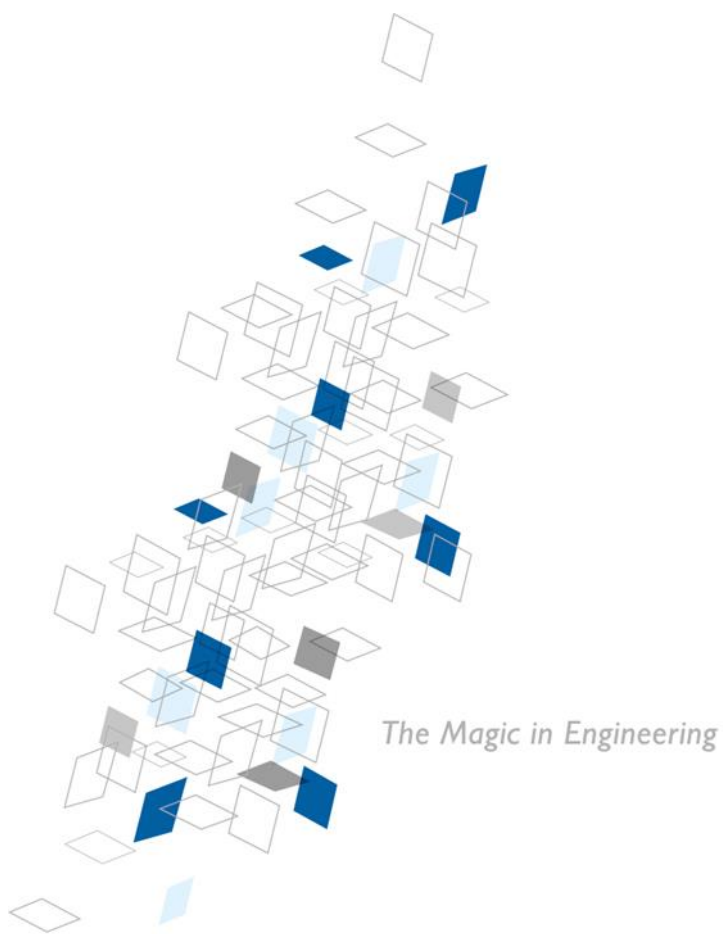


# Our customer data privacy policy 2020

22.9.2020





# Our customer data register's privacy policy

Updated 22.9.2020

Enmac collects customer data for communication and customer relationship management purposes.

## 1. Controller of customer data register

Enmac Ltd. Tampere:

Yliopistonkatu 60 A, 33100 Tampere, p. 03 2529111.

**Business ID: FI19787966**

## 2. Contact person in customer data register matters

Sampo Siuko, sampo.siuko@enmac.fi

## 3. The name of a customer data register

Enmac's customer data register

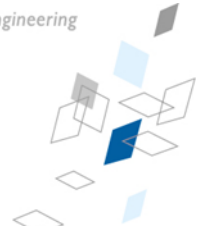
## 4. Use of the customer data register

Enmac uses the customer data for communication and customer relationship management purposes.

## 5. Information content of the customer data register

Information content covers the information received from the customer:

- Company represented by the customer
- Contact information
- Business ID
- Contact persons (commercial, technical, billing)
- Contact person's name, e-mail, work phone number, job title/ responsibility area
- Billing information



## **6. Data sources**

Information of the customer data register is obtained through a customer relationship.

## **7. Disclosure of the customer data information**

The Information of the customer data register will not be disclosed to third parties. Data is not transmitted outside the EU or EEA.

## **8. Principles of record protection**

Enmac Oy is serious about securing the confidentiality of personal data. We use administrative, physical and electronic measures to protect the data against unauthorized access. The customer information registers are stored in a database that is only allowed to use certain predefined persons by entering a username and password. The database is also protected by firewalls and other technical means. Databases and their backups are located in locked spaces accessible only by predetermined persons. Enmac never gives, sells, or exchanges customer information for marketing purposes outside Enmac. While we strive to ensure the integrity and security of personal data, we cannot guarantee that the security measures used prevent third parties and so-called hackers from accessing personal data illegally. We will notify the registered persons of any breach of secrecy or integrity, as required by law, at an expedient time and without undue delay.

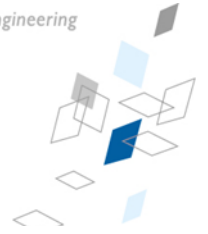
We will discard obsolete and unnecessary data in an appropriate manner. We will retain personal information only as long as it is necessary for the purpose of processing personal data as defined in this Privacy policy.

## **9. Registered person's right to object to direct marketing**

The customer has the right to deny the controller access to information about himself or herself for direct marketing or market research and opinion polling purposes. The ban must be made in writing.

## **10. Registered person's the right to review and rectify the information**

In accordance with applicable data protection laws, the data subject has the right to be informed about the processing of his / her personal data and the right to request his / her personal data to



be reviewed from our register. The customer has the right to request rectification of incorrect or inaccurate information.

## **12. Registered person´s right to request the removal of the registered data**

The customer has the right to request the removal of his or her data from the customer data register, except for the following situations;

- \*the customer has an ongoing matter with Enmac
- \*the customer has an open project
- \*the customer has an unsettled debt with Enmac, regardless of the payment method
- \*if the customer is suspected or has misused Enmac´s services within the last four years

## **13. Operating instructions**

Regarding personal data check, correction and / or removal requests, please contact Enmac Ltd's contact person in customer data register matters.

- If necessary, fit a meeting time for processing the request. In the meeting the issues related to the request will be addressed.
- Enmac Oy has the right to refuse to execute the request on the basis of the applicable law.

## **14. Updates to Enmac´s Privacy policy**

Enmac updates Privacy policy when needed. The latest version is always available on our website.