

**KaukoInternational Oy Ltd.**  
**PRIVACY POLICY**  
**1.1.2018**

## **1 Controller of the Register**

Name: KaukoInternational Oy  
Address: Itsehallintokuja 4, 02600 Espoo  
Email: [info@kaukointernational.com](mailto:info@kaukointernational.com)

## **2 Contact person in register related issues**

Name: Office Manager  
Address: Itsehallintokuja 4, 02600 Espoo  
Email: [info@kaukointernational.com](mailto:info@kaukointernational.com)

## **3 Name of the Register**

Contact information

## **4 Purpose of the personal data handling**

Carrying out Contractual obligations, company communication

Register is also used for customer information sustenance in regards to invoicing, development of the register, correction of mistakes, verifying solvency, customer relationship handling, validating company information and marketing other services that Controller of the Register is offering.

## **5 Payload of the Register**

Contact information of Customer and Principal liaisons.

The Register can include name, title, postal address, email address, phone number and VAT-number of Customer companies and liaisons.

## **6 Normal sources of information**

Normal sources of information not enabled.

## **7 Normal cessions of the information**

Any information of the register is not ceded to third parties.

## **8 Transfers of the information to outside EU or ETA**

Information is not transferred outside of the European Union or European Economic Area otherwise than in the case of fulfilling the legal and contractual obligations concerning the business.

## **9 Principles of register protection**

Controller of the Register implements reasonable actions with which will be pursued to prevent mishandling and deleting of personal data of the user and unauthorized access to data.

Both the manual data and electronically saved information is protected according to the principles of Information Society Code and instructions and specifications of the Finnish Communications Regulatory Authority. All the data and information are in electronic form and in a protected server in Finland.

Protection of the Register is carried out according to good practices of information security, for example location and protection of equipment is secured, ability grouping of tasks and principle of minor authorization are in use. Information of the Register is used only for the purposes described in this document.

### **10 Right for data check up**

A person has a right to check up information about him-/herself, that is stored in the register. This can be done by contacting the Controller of the Register.

Identity of the person requesting the check up and the right for getting that information will be verified.

The right for data check up will be executed without unnecessary delay, within 30 days at the latest.

### **11 Right to require data correction**

If any false, unnecessary, insufficient or dated personal information is detected in the register, will the person authorized by the controller of the register correct it by its own initiative or by the request of the customer.

Identity of the person requesting the correction and the right for getting that information will be verified.

The correction of the personal information will be executed without unnecessary delay, within 30 days at the latest.

### **12 Other right concerning the data handling**

A registered person has the right to deny the handling of information concerning him-/herself from the Controller of register in direct advertising and other direct marketing, and market research or polling purposes. The prohibition announcement has to be made in writing to the contact person named by the Controller of the Register.

A registered person has the right to get his/her personal information deleted when the information is no longer needed and when the handling of information is no longer necessary and there are no legal grounds for storing that information. The registered person has the right to get his/her own personal information to their own use, in a generally used information transfer form.