

Privacy policy / Customer register

REGISTER HOLDER

Name: Metlab Oy

Y-identification: 0872392-4

Address: Nuutisarankatu 15, 33900, Tampere, Finland

Tel.: +3583 31245800

Email: jouni.ahlstedt (at) metlab.fi

CONTACT PERSON IN MATTERS CONCERNING THE PERSON REGISTER

Name: Jouni Ahlstedt

Address: Nuutisarankatu 15, 33900 Tampere

Tel.: +35850 52 44651

Email: jouni.ahlstedt (at) metlab.fi

NAME OF THE REGISTER

The customer register of Metlab Oy

Käyntiosoite :

Street address :

Nuutisarankatu 15
33900 Tampere
Finland

Postiosoite :

Mail address :

P.O.Box 545
33101 Tampere
Finland

Puh. / Tel.

+358-(0)3-31245800

Fax.

+358-(0)3-31245858

Internet :

www.metlab.fi

1. PURPOSE OF COLLECTING PERSONAL DATA

The primary reason for collecting data is the customer relationship between Metlab Oy and the customer.

Personal data may be collected and used in following situations:

Communication regarding customer relationship and customer service and improving and carrying out marketing.

Collecting and handling of customer feedback.

Tasks related to invoicing and financial management.

2. THE CATEGORIES COLLECTED TO THE REGISTER

The personal information collected include:

The name of the customer's contact person, email-address and phone number.

These are mandatory information for handling, delivering and invoicing orders.

3. SOURCES OF THE REGULAR INFORMATION

The information collected are provided from the contact person by e.g. email, website order form or orally.

4. DATA SHARING TO THIRD PARTIES

The data of the register will not be shared to third parties.

The customer data may be shared to possible direct marketing register of the register owner as allowed by current laws and directives for personal data.

5. DATA STORING OUTSIDE OF EU OR ETA

The register and database of the service are located in a cloud service in Finland. The data of the register will not be stored or shared outside of EU or ETA.

6. PRINCIPLES OF PROTECTION OF THE REGISTER

Possible physical material is contained in a locked space which is only accessible to persons who have separate permission.

Access to digital material is restricted only to the personnel and partners needing access to the information and with personal username and password.

There are different levels of access to the information and access is provided as limited as possible regarding to the tasks of each user.

7. STORAGE TIME OF PERSONAL DATA

The personal data is stored as long as needed for the purpose the data has been collected for or as long as laws and regulations oblige.

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8. RIGHTS FOR ACCESS, RECTIFICATION AND ERASURE

The user of the service has right for access of their personal data collected to the register and may demand rectification of any inaccurate data.

A written demand for rectification shall be sent as signed letter or similarly verified document to the person mentioned as contact person for matters concerning the register in this policy or directed personally to the contact person.

In addition the user of the service has the right to forbid, whenever they choose to, the register owner for processing the their personal data for advertising, distance selling or other direct marketing and market or other surveys by notifying the person responsible for the upkeep of the register.

Processing of aforementioned requests is approx. 2 weeks beginning from receiving the request.

Date : 16.07.2018

This privacy policy has last been updated: 16.07.2018

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