

Data balance sheet regarding personal data registers of Rinotop Oy (Law concerning personal data (FIN) 523/1999 10§)

1. The owner of the register

Rinotop Oy
Vaaksintie 2
FI-05100 Røykkä
VAT number: 0908977-7

2. The person in charge of the register and the contact information

Rinotop Oy
Kira Kerbs
tel. +358 50 534 7551
kira.kerbs@rinotop.fi

3. Name of the register

Customer register of Rinotop Oy

4. The purpose for processing the personal data (the purpose of the register)

The customer register of Rinotop Oy is used for customer relationship management and for marketing.

5. Content of the register

The register contains basic information of the person: name, address, phone, e-mail, company name.

6. Regular sources of information

Rinotop Oy registers only the information that the user announces himself while visiting the website.

7. Regular destinations of disclosed data and whether the data is transferred to countries outside the European Union or the European Economic Area

Data protection laws in EU and in Finland are under renewal. The general data protection regulation will be applied beginning 25.5.2018 in all EU countries. General Data Protection Regulation, GDPR, will be applied to all personal information. The personal information shall not be given to third parties.

8. The principles how the data register is secured

The customer register of Rinotop Oy is saved in the system of the register owner, which is secured by the operating system protection software. To access the system, a username

and a password is required. Access to the register is limited to certain persons, defined beforehand, who are responsible of maintaining the register.

9. The right to review the information in the register

The person registered in the register has right to review and have a copy of the information. The request should be done in written form.

10. Correcting the data in the register

The holder of the register corrects, updates or removes the information in the register that is outdated, wrong or inadequate by the request of the person or by making the decision itself. The registered person should contact the register holder to correct the data.