

# PRIVACY NOTICE

This privacy notice for Finnvox Studiot Oy customer register has been updated on 23<sup>rd</sup> of May 2018 and it is in compliance with GDPR.

## OUR INFORMATION

Finnvox Studiot Oy (FI02015601)  
Arinatie 8, 00370 Helsinki  
Finland

## CONTACT PERSON

Mikko Rothfors, [mikko@finnvox.fi](mailto:mikko@finnvox.fi), +358 40 588 0492

## THE NAME OF THE REGISTER

Finnvox Studiot Oy customer register

## LEGAL BASIS FOR PROCESSING PERSONAL INFORMATION

Finnvox Studiot Oy collects personal data from its customers for contractual purposes. The collected information is used to make an agreement to provide services, invoice, contact our customers and deliver our products.

## WHAT PERSONAL INFORMATION DOES FINNVOX STUDIOT COLLECT?

When receiving an order (online or by other means) Finnvox Studiot Oy collects following data from our customers: customer's name, company, billing address, phone number and email address. This information is mandatory in order for us to make an agreement and provide our services, and we use it to take the order, invoicing, communicating with the customer and delivering the product and/or materials. We retain the collected information for the duration of the customer relationship or as long as necessary in order to comply with applicable legal, tax or accounting requirements.

## HOW WE COLLECT THE INFORMATION?

The information stored in our register is obtained from our customers either via forms found on our internet site [www.finnvox.fi](http://www.finnvox.fi), email, phone, social media services, written contracts, customer meetings or other events where customers provide us with their information.

## WHO DOES FINNVOX STUDIOT OY SHARE YOUR PERSONAL INFORMATION WITH?

We do not share your information with thirds parties nor do we send it outside EU or ETA.

## HOW DOES FINNVOX STUDIOT KEEP YOUR PERSONAL INFORMATION SAFE?

We use appropriate technical and organisational measures designed to protect the personal information we collect and process about you. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal information.

## RIGHT TO ACCESS AND UPDATE INFORMATION

Customers have the right to access their personal information and ask for updates to be made. Requests to access or update personal information should be made by submitting a written request to the contact person stated above by email. In order to provide the information, we may ask for a proof of ID. Finnvox Studiot Oy shall answer the request within the time frame stated by EU regulations (usually a month).

## OTHER RIGHTS REGARDING PROCESSING OF PERSONAL DATA

Customers have the right to ask for their information to be removed from the register (the right to be forgotten). Customers also have all the other rights stated in the GDPR such as limiting the processing of their information in certain cases. In order to do so Finnvox Studiot Oy may ask for a proof of ID. Finnvox Studiot Oy shall answer the request within the time frame stated by EU regulations (usually a month).