

REF.:

REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF
THE COUNCIL

of 27 April 2016

on the protection of natural persons with regards to the processing of
personal data and on the free movement of such data, and repealing
Directive 95/46/EC (General Data Protecting Regulation).

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1. CONTROLLER

Jouco Oy, Palokunnankatu 26 A 5th Floor., 13100 Hämeenlinna, Finland, tel. +358 36811100, VAT-code: FI06718697

The Person in Charge / Contact person:

CEO Kimmo Vuoksio, tel. +358 36811105 / +358 407511034, e-mail: kimmo.vuoksio@jouco.fi

2. NAME OF THE REGISTER

Customer Register

3. OUR RIGHT TO PROCESS AND USE PERSONAL DATA

Processing and using Personal Data is based on Procurator's legitimate interest of interacting with representatives of our business partners and potential customers.

4. THE PURPOSE FOR PROCESSING THE PERSONAL DATA / THE PURPOSE FOR THE USE OF A REGISTER

The purpose for processing and using the personal data of the customers is enabling communication with the customer, maintaining existing customer relationships, delivering customer orders, invoicing and otherwise enabling smooth co-operation with the customers as well as targeting marketing activities to a correct customer segment.

5. INFORMATION CONTENT OF THE REGISTER

Jouco Oy's Customer register contains the following information (in parentheses: source of information):

- The name of the company, VAT code, address, telephone number, invoicing address and - instructions, delivery address as well as the name, e-mail address and telephone number of the contact person (Source of information: the customer, the company's public websites)
- Historical data and details about the offers made to the customer, orders placed by the customer and related invoices, provided that this information is expected to be essential for being able to serve better our current or potentially renewable customer relationship (Source of information: the customer, personnel of Jouco Oy)
- Name of the customer's contractual transport company and the number of the contract should the customer wish to have his/her orders to be delivered by them (Source of information: the customer),
- Any other essential information related to the management of the customership and co-operation, such as customer's instructions for us, the transport companies or other service providers for packaging and delivering orders (Source of information: the customer)

6. RIGHTS OF THE REGISTERED PERSON

The customer is entitled at any time in accordance with applicable Data Protection Law upon request to receive a copy of his/her personal data processed by Jouco Oy.

The customer has the right upon request to have his/her personal data updated or corrected by the personnel of Jouco Oy.

In addition, the customer has the right upon request to have his/her personal data erased, considering that Jouco Oy is not allowed to erase any data requested to be saved by the legal obligations or Accounting Act during required period of time.

All the above requests will be processed by the personnel of Jouco Oy without any delay after the requesting customer has proved his/her identity with the Identification Card.

7. REGULAR DESTINATIONS OF DISCLOSED DATA

Jouco Oy does not regularly disclose any personal data to third parties. However, Jouco Oy may transfer the collected personal data to such companies with whom Jouco Oy has contracts to carry out services or processes related to customer orders, such as transport companies among others.

In addition, Jouco Oy may transfer personal data to its contractual suppliers for the purpose of marketing activities, unless the customer has expressed his/her willingness to be erased from the marketing lists.

8. DATA DISCLOSING TO COUNTRIES OUTSIDE THE EUROPEAN UNION OR THE EUROPEAN ECONOMIC AREA

Jouco Oy does not regularly disclose any personal data outside European Union or the European Economic Area unless it is necessary due to the purposes mentioned above. In every circumstances the General Data Protecting Regulation is complied.

9. THE PRINCIPLES HOW THE DATA FILE/REGISTER IS SECURED

The personnel of Jouco Oy is committed to comply with the General Data Protecting Regulation and, in every way, to respect the customer's privacy in all operations.

Information contained by the Data register/ADP register are secured with firewall and personal passwords. Access to the Data register / ADP registered is permitted only for the personnel of Jouco Oy and for restricted employees of ICT or Data Service Providers with whom Jouco Oy has contracts to carry out services or processes essential for company's operation.

Manual register is located in Jouco Oy's locked premises with no access permitted for any other persons than the personnel of Jouco Oy. Manual register is always destroyed according to the process for disposing confidential documentation.

10. WHAT ARE COOKIES AND HOW ARE THEY USED ON THIS WEBSITE?

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Cookies enable us to obtain information about your computer, IP address, operating system, browser type etc. In most cases, this concerns data that cannot be used to identify data concerning a particular user. However, if we have personal data concerning you, data collected using cookies can be linked to such data.

Data collected with cookies is used for statistical and analysis purposes, such as maintaining statistics on website use, carrying out research on website use and improving services, identifying the website's most popular sections and optimising website use.

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You can also block and delete cookies using your browser settings and properties. As your browser may accept cookies by default, we recommend that you check your browser settings if you are concerned about the use of cookies on the website. Please note that certain parts of a website require cookies in order to work. If you block cookies in your browser settings, you may not be able to use the related parts of the website.