

## Privacy statement

This is the Privacy Policy of Gimara Oy by the Data Protection Act (1050/2018). This leaflet was last revised in 1.9.2021.

The privacy statement may be updated and amended occasionally by us publishing a new version on our Website. Please review it regularly. Continued use of the Website and related services after the release of the latest version is considered acceptance of the modified terms.

### 1. Registrar and person in charge

Name:	Gimara Oy
Company ID:	2725775-4
A person who takes care of things:	Marja Ahola
Address:	Tenavankatu 2A
Postal code:	15170
Postal district:	LAHTI
Phone number:	+358 40 7455538
E-mail:	<a href="mailto:info@gimara.fi">info@gimara.fi</a>

### 2. Name of the register

Gimara Oy's customer register

### 3. Personal information is used

Customer relationship management  
For order delivery, processing and archiving  
For statistical purposes  
For marketing purposes

The requirements set by the EU Data Protection Regulation, which will be complied with as of 25 May 2018, have been considered in the processing of personal data.

### 4. The basis for data collection and processing

Customer data is collected and processed with the customer's consent or to enforce a contract with the customer.

### 5. Information content of the register

The following information is stored from customers:

- Name
- Postal / billing address
- Business ID and VAT ID
- E-mail address
- Phone number

In addition, the online store order information stores the information provided by the customer in connection with the order, such as the product content of the order, the method of payment and the method of delivery.

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### **6. Data retention period**

Personal data will be kept for as long as it is needed to implement the contract and / or order with the customer or develop customer service.

In addition, some information may be retained longer for as long as is necessary to meet statutory obligations, such as accounting and consumer trade responsibilities.

### **7. Regular sources of information**

The information in the register is obtained directly from customers in connection with the order / e-commerce order and the conclusion of the contract.

The Registrar will not disclose the Customers' personal data to third parties without an order from the relevant authorities. If necessary, the information is passed on to subcontractors in connection with, for example, the invoicing process, where the printing service prints paper invoices and the e-invoicing operator sends the e-invoices.

Data is also collected from websites using the Google Analytics analytics tool.

### **8. Regular disclosures and transfers of data outside the EU or the European Economic Area**

The information is not regularly disclosed outside the company. Some third-party service or software providers may store information outside the EU or the European Economic Area.

### **9. Use of cookies**

We use the so-called cookie function. Our Website uses a cookie produced by CookieHub. A cookie is a small text file sent to and stored on a user's computer, enabling the webmaster to identify visitors who visit the site frequently, make it easier for visitors to log in to the site, and compile aggregated information about visitors. With this feedback, we can improve the content of our pages continuously. Cookies do not harm users' computers or files. We use them to provide our customers with information and services tailored to their individual needs. If you do not want the online service to receive information through cookies, you can refuse cookies in your cookie settings. Note, however, that this may affect the smooth operation of the online service.

### **10. Registry security**

The data is transferred over an SSL-secured connection. Electronic data is protected by a firewall, including usernames and passwords. Our personnel and third parties acting on our behalf are bound by professional secrecy regarding all customer and stakeholder information. Access to the registry is protected by user-specific IDs, passwords and access rights. We will dispose of outdated and unnecessary information appropriately. We will only retain personal information for as long as is necessary to fulfill the purposes for processing the personal information as defined in this Privacy Statement.

### **11. Automatic decision making**

No automated individual decisions (Article 22 of the EU Data Protection Regulation) are taken.

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### **12. Rights of the data subject**

Data subject's right of access (right of inspection)

The data subject has the right to check what information about him is stored in the register. The request for inspection must be made in writing and signed to the address mentioned in point 1. The right of inspection may be denied on the grounds provided by law. The exercise of the right of inspection is, in principle, free of charge.

The data subject's right to request the rectification, erasure or restriction of processing

If the data subject cannot correct the data himself, the request for correction must be made in writing and signed to the address mentioned in point 1. The data subject also has the right to require the controller to restrict the processing of their personal data, for example, in a situation where the data subject is awaiting a response from the controller to a request to rectify or delete their data.

The data subject's right to transfer data from one system to another

If the data subject has himself provided the register with data processed to enforce the agreement between the controller and the data subject, the data subject shall have the right to obtain such information in a machine-readable form and transfer it to another controller.

The data subject's right to lodge a complaint with the supervisory authority

The data subject has the right to lodge a complaint with the competent supervisory authority if the controller has not complied with the applicable data protection rules.

Other rights

If personal data are processed on the basis of the data subject's consent, the data subject has the right to withdraw his or her consent by notifying the controller in writing and signed to the address mentioned in point 1. If the processing of personal data is based on the data subject's consent, the right to withdraw the consent at any time, without prejudice to the lawfulness of the processing carried out on the basis of the consent prior to its withdrawal.

The data subject also has the right to prohibit the use of his data for direct marketing purposes.