

## Myontec Oy

### Privacy Statement / Customer relations and Marketing - Data File

Finnish Personal Data Act (523/1999) Section 10

EU General Data Protection Regulation 2016/679

#### Controller

Myontec Oy (hereinafter "Myontec" or "Controller")

- Company business ID: FI 2167007-0
- Street address: Mikrokatu 1, FI70210 Kuopio, FINLAND
- Postal address: P.O. Box 1188, FI70211 Kuopio, FINLAND

#### Data protection officer

- Mr. Julius Luomajoki
- Email: [support@myontec.com](mailto:support@myontec.com)
- Telephone: +358 50 556 1552

#### Intended use of Customer relations and Marketing Data File ("hereinafter Data File")

Personal information stored in the Data File is used by Myontec Oy for:

- Customer relationship management, maintenance and development
- Targeting Marketing Activities
- Product marketing communications
- Creating, providing and developing services
- For news, services and information related to events and marketing activities
- Acquisition and creation of new customer relationships
- Business development
- Market research, marketing development and other similar purposes

#### Content of Data File

This Privacy Statement explains how Myontec handles personal information of customers, distributors and other partners and users (hereinafter referred to as

"Registered Person") of products and services provided by Myontec in our marketing, sales and customer relations activities.

The Controller may store, process and make use of the following information (wholly or as much as necessary):

- Contact information: name, address, email, phone number
- Demographic information: gender
- Organization and position
- Billing information (Company business / VAT ID, billing address, e-invoicing contact information)
- Points of interest and behaviour on the Controller's web site and services
- Other information supplied by the customer itself
- Information collected through cookies about information about the device used by Registered Person: terminal, IP address, operating system, and browser

In addition to the foregoing, other records related to the communication and / or customer relationship with the Registered Person may be recorded in the Data File.

The recording and processing of personal data is based on the consent of the Controller and the preparation or conclusion of the relationship or contract between the Registered Person and the Controller.

## Sources of the data

Personal data is collected from the Registered Person through his/her contact and feedback to Myontec, through campaigns organized by Myontec or by a third-party, as well as from public sources and social media contacts. In addition, cookies can collect information about the use of websites.

## Disclosure and transfer of personal data

Personal data will not be disclosed without the permission of the Registered Person except as permitted by law and subject to the requirements of the authorities.

Third-party service providers may be used to handle the technical maintenance of the Data Files.

Data may be transferred outside the EU / EEA area if it is necessary for the implementation of the service. Transfers are carried out safely and within the limits set by the data protection legislation.

## Retention of personal data

The Controller will only keep the data as long as it is necessary for the intended use of the Data File. Legislation in force regarding the maintenance and traceability of products and services may require the retention of personal data for longer than the actual use of the Data File determines.

Incorrect or outdated personal data will be corrected or deleted within a reasonable time.

## Protection of the data Files

Databases to which personal data are stored are technically and physically protected so that they are not accessed from the outside and thus preventing loss, destruction or misuse of the data. Database information is backed up regularly and securely.

Third party service providers who may be used for the storage of personal data are obliged to comply with current legislation regarding data protection and personnel privacy.

Access to the information is limited only to those of Myontec's staff or authorized persons, who need the data in their duties.

## The rights to inspect and correct data, and the right to remove data

The Registered Person is entitled to inspect what information has been deposited in the Data File, to have inaccurate personal data to be corrected and the right to have his/her data removed from the Data File.

The Registered Person has the right to request the removal of his/her personal data provided that they are no longer needed for the purposes for which the Registered Person has consented to it, or that there are no statutory obligations for the Controller in the processing or retention of personal data.

An inspection, correction or removal request must be sent in writing or electronically in writing to the person responsible for the Data File matters in order to ensure that the requestor has the right to a request.

The right to inspect information is free of charge at most once a year. Requests will be answered within two weeks of receipt of the request.

## Access to information and right to withdraw

The Registered Person has the right to access and receive copy of the personal data that he/she has given to the Data File. The information is provided in a generally used and legible form. The information will be provided within one month of receipt of the request.

The Registered Person may at any time have the right to withdraw previously given consent to the recording and processing of data. The Registered Person also has the right to request the restriction of the use of his/her personal data or to prohibit the use of his/her personal data in direct marketing.

## Updates and changes to the Privacy statement

Myontec Oy undertakes to comply with the applicable laws and regulations on data protection and privacy (including GDPR) in Finland and the EU, as well as other laws and regulations governing the processing of personal data and to comply with other practices in good data management and data processing. The personnel and authorized persons of Myontec Oy are required to maintain the confidentiality of personal data.

Myontec Oy will monitor any changes to personal data legislation and therefore reserves the right to update or change this Privacy statement.