

Privacy statement

1 Name of the register

Proxion Group's customer and marketing register

2 Controller

Proxion Oy
Ratamestarinkatu 7A
00520 Helsinki, Finland
Business ID: 1997513-1

Tel. +358 207 495 400
Email: info@proxion.fi

3 Contact person for register-related matters

Sannamari Nykänen
Proxion Oy
Tel. +358 50 3866 912
Email: sannamari.nykanen@proxion.fi

4 Purpose of processing personal data

The register is used for managing the Proxion Group's customer relationships and customer communications as well as for enabling the contacts required for the production of services throughout the duration of a customer relationship. The processing of personal data has been limited to what is necessary for creating, managing and developing a customer relationship and providing services.

The primary basis for processing personal data is a customer relationship, agreement or assignment between the controller and the data subject or the organisation they represent or the data subject's consent or other relevant connection. Another basis for processing personal data is the controller's legitimate interest, in other words the controller maintains the data to enable its business.

The data in the customer and marketing register is also used for direct marketing purposes. The data subjects may receive information about Proxion's news, events and services via email or by mail.

5 Content of the register

The register contains the following data:

- Company name
- Business ID

- Address
- Contact person's name
- Phone number
- Email

In addition, other customer data such as terms of payment, delivery information, invoicing, complaints, warranty information and other commercial data is collected during a customer relationship.

6 Sources of data

The data in the register is obtained at different stages of a customer relationship through customer contacts, quotation requests, orders, agreements or other customer interaction. The data is primarily obtained from the data subject or the organisation they represent or from public sources provided by authorities (e.g. Trafí).

The contact form on the Proxion website asks for contact details such as name and email address.

7 Proxion website

The Proxion website uses cookies, in other words files stored on the website user's device, enabling the collection of data regarding the website visit (e.g. the user's IP address, time of the visit and pages visited). The cookies do not damage the users' devices or files and the users cannot be identified solely on the basis of the cookies. Cookies, for example, allow us to improve the user experience, analyse the use of the website and enhance the performance and content of the website.

Website visitors are informed about the use of cookies. Users can at any point prevent the use of cookies by changing the browser settings on their own device. If a user disables cookies, it may affect the functionality of the website.

The Proxion website uses Google Analytics tools for tracking and developing the use of the website. Based on the collected data, it is not possible to connect the data to an individual user.

8 Disclosure of data

Data may be disclosed within the Proxion Group.

In addition, data may be used or disclosed if it is necessary due to a law, regulation or lawful request or as defence against legal claims.

9 Transfer of data to third countries

No data in the register is transferred outside of the EU or the European Economic Area.

10 Principles of data protection

The controller organisation has established guidelines regarding the use of the register. The use of the electronic register requires a personal username and password. Access rights are given to those employees of the controller who need the data to do their work. All individuals with access to the register have signed a non-disclosure agreement as part of their employment contract.

The register is located in a service maintained by the controller's service provider. The service provider is responsible for the technical maintenance and protection of the environment in accordance with the agreement between the parties.

All physical documents containing customer data (e.g. printed emails or website forms or lists of contact details) are kept in lockable cabinets/spaces. Unnecessary physical material is disposed of in a secure manner and in accordance with the data destruction guidelines.

11 Data storage period

Data is stored in the register throughout the duration of a customer relationship.

12 Right of access, rectification and right to prohibit processing

The privacy statement is available on the Proxion website and, if necessary, can also be sent separately to a data subject.

Data subjects have the right to access their data in the register. A free format request must be submitted to the contact person specified in section 3 either with a signature or comparable form of verification.

The controller will, on its own initiative or at the request of the data subject, rectify erroneous, unnecessary, incomplete or obsolete data. A free format request must be submitted to the contact person specified in section 3. It must be specified in the request which data is to be rectified and on what basis. The data will be rectified without delay.

Data subjects have the right to request the erasure of their personal data. The request must be submitted to the contact person specified in section 3 either with a signature or comparable form of verification. The controller will remove the personal data from the register within a reasonable time frame after being personally requested by a data subject, unless the legislation, management of the customer relationship, open assignments, invoices or debt collection etc. prevent the removal of data.

Data subjects have the right to prohibit the controller from using their data for the purposes of direct marketing. Prohibition requests related to direct marketing can be submitted at any point to the contact person specified in section 3 or data subjects can unsubscribe from mailing lists in accordance with the instructions given in marketing messages.

13 Supervisory authority

Data subjects have the right to submit data protection matters to the supervisory authority (Data Protection Ombudsman) for consideration.