

Avans / Ota-Tuote Oy's Privacy and Customer Register Statement

1 GENERAL

Avans / Ota-Tuote Oy (hereinafter referred to as "the Company" or "Me") is committed to ensuring the confidentiality and data protection of the personal information held by it. This Privacy Statement is applicable to the personal data we collect from our Customer Register (hereinafter "Register"). This privacy statement describes the personal information that we collect and how we handle them. For more information on processing your personal data, please contact us at info@otatuote.fi.

We can update this Privacy Statement from time to time, for example, as legislation changes. We strive to use reasonable means to inform you of any changes and their effects well in advance. We strongly encourage you to review this privacy statement after receiving any information about the changes you make. This Privacy Statement was last updated on May 24, 2018.

2. REGISTRAR

Name: Avans / Ota-Tuote Oy

Address: Hämeentie 155 B, 00560 Helsinki, Finland

Phone: +358 9 5499 2400

Business ID: FI03002925

3. WHAT PERSONAL DATA IS COLLECTED?

We keep in our Register the information of business representatives.

4. WHAT TYPE OF PERSONAL DATA IS COLLECTED?

We will process the following personal information in the Registry:

Basic:

- First and last name
- Position in the company
- Phone or Cell Phone Number
- Email address
- Other identification information for customer services

5. WHAT IS THE SOURCE OF OUR PERSONAL DATA?

We collect personal information primarily directly from the client as a business contact.

6. BASIS, USES AND IMPACTS OF PERSONAL DATA PROCESSING

The purpose of processing personal data is to manage and maintain a customer or partner relationship between the customer or service company represented by the registered agent and the Company. By processing your personal information we can therefore serve you better. Processing your personal information will not have any other impact on you

7. AUTHORIZED TRANSFERS OF PERSONAL DATA TO THIRD PARTIES

Our partners and subcontractors can process your personal information only for transactions that can be performed for the purpose of maintaining our customer relationship. We may transfer your personal information to third parties involved in the provision of the services, such as partners and subcontractors, such as:

- Information and communication system providers
- Financial and payment service providers
- Printing services
- Logistics Services

We always ensure that our affiliates do not process transferable personal data for any other purpose.

8. PERSONAL DATA TRANSMITTED OUTSIDE THE EU OR THE EUROPEAN ECONOMIC AREA

Our customer register is only processed in Finland and we do not provide information outside the EU.

9. PRINCIPLES FOR THE CONSERVATION OF PERSONAL DATA

Grounds for retaining your personal information is the validity of the customer or partnership relationship.

Avans / Ota-Tuote Oy retains the information in accordance with applicable statutory and ethical reporting requirements and document retention requirements

10. RIGHTS RELATING TO REGISTERED PERSONAL DATA PROCESSING

You have the right, at any time, to comply with applicable data protection laws:

- get access to your personal data;
- get access to your personal information and verify the personal data we are dealing with;
- Require rectification and supplementation of inaccurate and incorrect personal data;
- require your personal information to be deleted;
- object to the processing of your personal data on the basis of your personal situation insofar as your personal data is treated as a legitimate privilege (eg direct marketing);
- require your personal information to be restricted.

You must submit your request to implement the above mentioned right in accordance with this privacy statement. We may ask you to specify your request in writing and verify your identity before processing your request. We may refuse to execute your claim on the basis of the applicable law.

You also always have the right to appeal to the appropriate supervisory authority or the supervisory authority of the EU Member State where your residence or work is located if you consider that we have not processed your personal data in accordance with data protection legislation.

11. PRINCIPLES OF PROTECTING THE REGISTER

We respect the confidentiality of your personal information. Materials on paper are kept in a locked stand accessible only to persons required by their duties. Digitally processed personal data is stored in our information system, accessible only to persons who need this information to handle their duties. These individuals have access to this information using personal usernames and passwords.

For the personnel of Avans / Ota-Tuote Oy, personal data processing and access to the customer register require a personal user name and password. The username and password will be given upon permission. Access rights are defined by the person in charge of the registry together with the administrator of the information system. The data is protected from intentional and unintentional destruction. Intranet data connections have been implemented in a closed network. External connections are protected by firewalls.

We protect our personal data transferring to third parties by limiting access to information through available means. Access rights to the processing of data in a third party system are required to be provided on a need-based basis only.

12 CONTACT

Requests for access to the above mentioned rights, questions about this Privacy Statement, other queries and requests should be sent to: info@otatuote.fi or by calling 09-5499 2400.