### **Privacy Policy (GDPR)**

### **General Information**

This page describes the requirements of the EU General Data Protection Regulation (GDPR) (679/2016) in Articles 12 and 14, which applies to handling Personal Data.

Company / Registry Administrator

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### Whose data is being collected?

Information of the users visiting the service is collected, used and edited to aid in customer relationship management, delivery of services, direct marketing, distance selling and customer contact. Additionally, the data can be used for statistical and business development purposes.

## Description of the personal data being handled

Visiting users

The user's IP-address along with metadata of the hardware they are using while visiting the service.

The Company do not register any personal data of users.

# Who else / what systems handle data?

Google Analytics – For analytical usage data of website visitors

### General information about cookies and their use

A cookie is a small piece of data, that is sent to your computer or mobile phone browser from a website's computer and is stored on your device's hard drive as file.

## Cookies that enable or improve your services

Some cookies are necessary to the service optimal use. For example, they can allow the use of the Login and set correct language in systems. We use cookies to improve our understanding about how customers use our Websites. We collect statistical information to make sure that our services respond to our customers needs. We track our customers browsers to tell us when they visit, which kind of device they use and what content they search on our services.

## The user's options to prevent the use of cookies

The user can adjust the settings in their browsers, and choose which cookies are allowed to be used. Before switching the function off, it should be noted that sometimes cookies may be necessary for some services to operate properly.

Cookie settings in Chrome

Cookie settings in Firefox

Cookie settings in Internet Explorer

Cookie settings in Safari

## **Data protection**

We use technical and organisational security tools to protect personal information against unauthorised access, disclosure, disposal or other unauthorised processing.

### **Technical methods**

The use of secure server solutions, firewalls, network traffic encryption technologies, encrypted keys, data encryption and the monitoring of usage.

# **Organisational methods**

The use of safe devices, appropriate access control, controlled distribution of access permissions and the control of their use. Guidance for personnel involved in handling Personal Data and the careful selection of subcontractors. All data handlers are bound by confidentiality agreements.

### The disclosing of information

Information will not be disclosed outside of the Service, excluding the third parties mentioned in this document, and unless required by the law.

# **Data retention policy**

We only retain information of the user for as long as it is needed and required by the current legislations.

More information:

EU Regulation: https://eur-lex.europa.eu/legal-

content/FI/TXT/?uri=OJ%3AL%3A2016%3A119%3ATOC