

PRIVACY POLICY

PRIVACY NOTICE IN COMPLIANCE WITH SECTIONS 10 AND 24 OF THE PERSONAL DATA ACT

1. Controller
Espoo Catering Oy
Y-2716134-9
P.O. Box 5111
FI-02070 CITY OF ESPOO
2. Person responsible for register issues
Regina Ekroos, Development Manager
3. Name of the register
Espoo Catering Oy's newsletter register
4. Purpose of the processing of personal data
The registered data is used for sending Espoo Catering Oy's newsletters and for conducting other marketing measures and opinion surveys.
5. Data content of the register
The newsletter register contains the following information about Espoo Catering's subscriber and contract clients and interest groups:
First name
Last name
Telephone number
E-mail address
Company and position
Address of the company
6. Regular data sources
The information in the newsletter register is obtained from the clients themselves or collected from websites, by e-mail or SMS, or via other electronic means or personally.
7. Regular data transfers
The controller will not disclose the registered data to third parties or transfer them outside the EU or the EEA.
8. Principles for the protection of the data file
Personal information is kept confidential. The controller's data network and hardware, in which the register is located, have been protected by appropriate technical means. The electronically stored newsletter register is retained and protected against unauthorised access. The register may only be accessed and used by those who need the said information in order to perform their work. The access is restricted with unique user IDs and passwords granted only to the controller's staff members.
9. Right of review, restriction and rectification
Data subjects have the right to review their personal data stored in the newsletter register and request corrections or removal. The requests for review, rectification or removal of data must be submitted in writing and signed by the data subject. The requests for review, rectification or removal shall be processed within a month of the date of the request.