

# 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 customer feedback register
4. Purpose of the processing of personal data  
The registered data is used for processing feedback from Espoo Catering Oy's customers.
5. Data content of the register  
The customer feedback register contains the following information:  
Customer's e-mail address  
Customer's eating location
6. Regular data sources  
The data in the customer feedback register are obtained from the customers themselves.
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 customer feedback 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 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.