

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 private customer register
4. Purpose of the processing of personal data
The data in the private customer register are used for Espoo Catering Oy's customer billing.
5. Data content of the register
The private customer register contains the following information:
First name
Last name
Address
Telephone number
E-mail address
E-invoice billing address
6. Regular data sources
The data in the private customer 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 private customer 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.