

Asio-Data Oy Ltd. - Privacy Policy and Register Statement

Asio-Data takes privacy and data protection seriously.

In respecting your privacy, Asio-Data follows the following data protection principles:

1. We appreciate the trust you place in us when you provide us with your personal information.

We will always use your personal information in a way that is trustworthy, secure and in line with privacy and data protection legislation.

2. You always have the right to receive information about how we use your personal information.

We are transparent about what information we collect, what we use it for, who we share it with and to whom you should contact, should you have any questions.

3. Should you have any questions about the use of your personal information, we will clarify answer to your requests without delay.

4. We will take all reasonable and necessary steps to protect your information from misuse and to keep them safe.

5. We comply with all applicable data protection laws and regulations of Finland and the EU.

6. In all our software deliveries, we also take data protection into account. We assist our customers to the best of our ability in our software usage related to data protection.

7. The employment contracts of our personnel contain confidentiality clauses for customer-specific and user information to which they have access for their work tasks. Access to any such information is limited to information that is necessary for their work task execution.

Asio-Data is committed to protecting your privacy and ensuring that your personal information is protected.

This privacy policy describes what personal information we collect and how we use, disclose and protect the information.

Asio-Data's registers containing customer and personal data

Register holder: Asio-Data Oy Ltd. (hereinafter Asio-Data or Asio)

Business ID: 0640115-5

Company Address: Kyyluodontie 5 A, 00200 HELSINKI, Finland

Email: asio@asio.fi

Web-page: <https://www.asio.fi>

Purpose of registers

Asio-Data maintains registers of its customers, contacts, potential prospects and its own staff.

Asio-Data uses the information in the registers for communication and service provision purposes.

The nature of communication can also be marketing communication.

Only information that is necessary for the purpose of use of the register is kept in the registers.

Information content and processing principles of the registers maintained by Asio-Data

1) Customer and contract registers

Asio database and paper archives.

Contact information, contracts, offers and correspondence of the customer and contact person(s).

Contact information is deleted upon request.

Access only for Asio personnel on the need to know -basis.

2) Invoicing register

Procountor Financial Management service register.

Customer invoicing information.

Contact information is deleted, when information is no longer needed.

Access only for Asio personnel and bookkeeper on the need to know -basis.

3) Communication register

Asio database.

Contact information (email, phone number, organizational role) of Asio customers, partners, resellers and other stakeholders.

Marketing communication ban information.

Role based division into appropriate messaging groups.

Contact information is deleted upon request.

Access only for Asio personnel on the need to know -basis.

4) Salary register

Palkka.fi service register.

Asio employee information.

Statutory information for salary payment and annual reports.

Information is deleted, when information is no longer needed.

Access only for Asio personnel and bookkeeper on the need to know -basis.

5) Employment register

Asio database.

Asio employee information, containing documents such as personal NDA's and employment contracts.

Information is not deleted.

Access only for Asio personnel on the need to know -basis.

6) Marketing register

Asio database.

Prospect customer contact information.

Use purpose for lead generation and solution sales.

Information collected from public sources.

Information is deleted upon request.

Access only for Asio personnel on the need to know -basis.

7) Asio customer administrative user register

Asio database.

Contact information of administrative users, organizational role and access right grant information for the use of Asio software, log information of Asio software usage and activeness of usage.

Contact information is deleted, when information is no longer needed.

Access only for Asio personnel on the need to know -basis.

Transfer of register information

Asio-Data does not disclose its register information to third parties.

Asio-Data does not sell or rent information from its register to third parties.

If the customer's data must be disclosed to parties outside of the company for any reason, Asio-Data will ask permission for disclosing any personal data before taking action.

Protection of registers

Access to Asio registers requires username and password, and the address of the database server.

All system communication is SSL protected.

Access to servers is secured by firewalls.

The servers are located in locked and guarded premises.

Inspection, correction, deletion and prohibition rights of the registrant

The registered person has the right to request from Asio-Data at any time the information that has been recorded about the registered person in the register and get copies of the respective registry data.

The inspection request must be made in writing and addressed to the administrator of the register.

The registered person has the right to request correction of his/her own registration data.

The registrant also has the right to request deletion of their own data from the register.

Data deletion principles vary for different registers.

Information stored in log files and already sent messages are not deleted, because they may be needed even years later due to possible abuses or disputes investigation.

Asio-Data has the right to refrain from deleting the register data to the extent that such data apply contractually and is needed for service provision.

Asio-Data has a legitimate interest not to delete any such data, where deletion could make it difficult to investigate possible abuses.

The registered person has the right to prohibit the data controller from processing information about him/her in the form of direct advertising and/or market research. The ban should be done in writing and addressed to the administrator of the register.

Use of cookies and statistics on Asio-Data's home page

Asio-Data's home page may use cookies and collect and store statistical data of usage.

The purpose of cookies and statistics collection is to improve, develop and target the content of the home page.

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