

# PRIVACY STATEMENT FOR Arbonaut ProMS -SERVICE

## 1. REGISTER CONTROLLER

Privacy Statement according to the 10 § of the Personal Data Act (523/1999).

Oy Arbonaut Ltd. Postal address Kaislakatu 2, 80130 Joensuu, Finland.

Contact person for register-related issues: Tuomo Puumalainen.

## 2. PURPOSE OF THE REGISTER

The customer service related to ProMS-service and executing the ProMS-service application: user management, usage monitoring, service development and service-related announcements.

The data in the register is used for communication between Oy Arbonaut Ltd. and informant (hereafter: User) and for user management and monitoring. The data of Users is not disclosed to external parties.

## 3. INFORMATION CONTENT OF THE REGISTER

The following basic information is stored in the register:

- fore- and surname
- e-mail address
- phone number
- username and password

The following data can be stored in User's account or other parts of the service:

- customer number
- usage information, for example information on the searches or purchases made by User
- order information, for example subscription information or information of the services, delivery and invoicing ordered by User
- User's IP-address

Sensitive data defined by the Personal Data Act is not entered or stored in the register.

#### **4. REGULAR SOURCES OF DATA**

User him-/herself or the organization for which the User has the employment contract provides the basic information (stated above in section 3.) to ProMS administration. User can update the basic information in the service after logging in. Other data connected to user account is collected and stored automatically, when User uses ProMS-service.

#### **5. REGULAR DISCLOSURE OF DATA**

Data is used only for the purposes stated above in section 2. and is not transferred outside Oy Arbonaut Ltd. Data is not transferred outside the European Union or the European Economic Area.

#### **6. PRINCIPLES OF REGISTER SECURITY**

The register is maintained only in digital form. The data in the register is maintained confidential and protected with standard information security measures applied by Oy Arbonaut Ltd. Access to the data is provided only to designated persons, who require the data for maintenance, development and management of the service.

#### **7. RIGHT OF ACCESS**

Under the 26 § of the Personal Data Act, User has the right to access the data on him/her.

The request for access must be made for the contact person of the register: Tuomo Puumalainen, [proms@arbonaut.com](mailto:proms@arbonaut.com), phone number +358 50 4364479.