

## Privacy policy related to contact and registration forms

### 1. Controller and person in charge of register-related matters

Name: Tornator Oyj  
Business ID: 0162807-8

Address: Tornator Oyj  
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Name: Tuija Luukkanen  
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Email address: tuija.luukkanen@tornator.fi

### 2. Data protection officer

Company: Tornator Oyj  
Name: Mika Rieppo

Address: Tornator Oyj  
Muuntamontie 2  
80100 JOENSUU

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Email address: mika.rieppo@tornator.fi

### 3. Purpose of the register

The personal data collected is used for:

The processing of feedback from customers or stakeholders, maintenance of the related contacts and collecting registrations to LMS. Data is not used for direct marketing purposes.

### 4. Grounds for collection and processing of data

Data is collected and processed with the consent of the data subject.

### 5. Data content of the register

The name, business ID, email address, phone number and address of a company or private individual.

### 6. Data retention period

Contact and personal data is retained for as long as needed to process a matter or feedback.

**7. Regular data sources**

Data is collected in the register:  
from the data subject.

**8. Regular transfers of data, and transfer of data outside the EU or European Economic Area**

Data is not disclosed outside the company.

**9. Use of cookies**

We use so-called cookies on our website. A cookie is a small text file that is sent to and stored on the user's computer, which allows the website operator to identify frequent visitors to the website, facilitate the login of visitors to its pages, and enable the compilation of aggregate data about visitors. Such feedback enables us to continuously improve the content of our pages. Cookies do not harm users' computers or files. We use them in such a manner that we can provide our customers with information and services that meet their individual needs.

If a user who visits our website does not want us to receive the above data through cookies, most browsers allow the user to disable the cookie function. This is usually done through the browser settings.

**10. Data protection of register**

Electronic data is protected by a firewall, user names and passwords.  
Access to the data is granted to persons employed by the controller, who need the data for their work.

**11. Automated individual decision-making**

Automated individual decision-making (Article 22 GDPR) is not applied.

**12. Rights of the data subject**

The data subject has the right to check which data concerning them has been saved in the personal data register. A written and signed request for inspection must be sent to the person in charge of register-related matters.

The data subject has the right to request the rectification or erasure of inaccurate or outdated data, or the transfer of data from one system to another. They also have the right to restrict or object to the processing of their data in accordance with Articles 18 and 21 of the EU's General Data Protection Regulation.

The data subject has the right to withdraw their previous consent to the processing of data, or to lodge a complaint with the supervisory authority on matters relating to the processing of their personal data.