

Our data file and data protection policy meets the GDPR standards. As before have a professional confidentiality regarding all customer data.

## **DESCRIPTION OF DATA FILE AND DATA PROTECTION**

### **Data file controller and contact**

Fennica Gehrman Oy Ab  
PO Box 158  
FI-00121 Helsinki, Finland

### **Content of data files**

Name, e-mail address, phone number, mailing address, payment and invoicing information, birth date and other information connected to the customer relationship such as order history.

### **Purpose of use and data sources**

Information is processed and used for:

1. Business contacts and transactions
2. Providing payments based on agreements or agreed services
3. Marketing and informing the customers
4. Internal functions

Data is received in our daily business in contact with customers and contract parties. Some data is also collected from public sources. We only store data which is needed to meet the obligations and purposes mentioned above.

### **Regular handling over of information and data transfers outside the EU or European Economic Area**

Parts of the data may be shared with companies which cooperate with us for the purposes mentioned above. Data is stored in encrypted servers.

The data files are not sold to third parties for marketing purposes and they are not transferred outside the EU or European Economic Area.

### **Protection of the register and storage period**

We have a professional confidentiality regarding all customer data. The documented materials are stored carefully in our locked premises. The electronic systems used meet with the requirements of the EU General Data Protection Regulation. The security practices include among others the following:

1. network is SSL-protected
2. passwords are encrypted
3. critical operations are stored in system logs.

The customer data is erased from the register and destroyed accordingly as soon as processing is no longer necessary.

### **Right of inspection, rectification or erasure of the data**

You have the right to inspect your data or to rectify it. You can also ask us to erase your personal data by sending a written request to [info@fennicagehrman.fi](mailto:info@fennicagehrman.fi) or to the following address:  
Fennica Gehrman, PO Box 158, FI-00121 Helsinki, Finland.