Personal Data Act (523/1999) 10§

Register description

1. Holder of the register

   igusystem.fi

2. Person in charge of the register

   J. Myllys, sales@igusystem.fi

3. Register name

   igusystem.fi's customer register

4. Purpose of the register

   Personal and customer information will be used for billing, marketing, customer service, developing and for statistical purposes. For direct marketing the information will be only used according to the valid law. The customer has the right to deny the use of information for marketing, by reporting to the register keeper about it.

5. Content of the register

   5.1 Billing register (We using Isolta Archimedes web billing program services)

   • Name

   • Address of the customer/company

   • E-mail address

   • Phone number of the customer

   • Trader identification number and VAT number

   • Billing address

   • Information about marketing

   • (Possible) annual billing date for billing

   5.2 E-mail address register (We using Elisan OFFICE 365 BUSINESS PREMIUM services and MS Outlook)

6. Regularly used sources of data

   E-mail information that has been found from the customer's website will be collected. The customer and billing information (which we have got from the customer) will be collected in the billing register.

7. Transferring or disclosing data

   The register keeper can give customer information according to the valid law. Basically there won't be anything else given except the possible billing information to our co-operating companies.

8. Register data protection principles

   The register keeper's information system and files are protected by the invoicing software and also by the Office 365 software's protection. The register's access rights demand a personal username and password, which have been given only to the register keeper's (i-GuSystem Oy) staff members.

9. Cookies

   Cookie is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing. i-GuSystem Oy can use cookies to develop a better customer service.