

1 Registry holder

Distence Oy (1618927-4), Sinikalliontie 18 B, 02630 Espoo, Finland.

2 Data protection contact

Contact on issues related to data usage at Distence:

Email: data.protection@distence.fi

Address: Sinikalliontie 18 B, 02630 Espoo, Finland.

3 Registry name

Distence Oy Customer and personnel registry.

4 Purpose of the registries

Sales and marketing, business relationship management. Registry is used for communication, marketing and managing business relationship between Distence and its current and potential customers and stakeholders.

Providing IoT solutions to customers. Distence provides and delivers full IoT solutions to our customers including hardware and software. Customer registry is used for providing access to these systems.

Recruitment. Registry for recruitment purposes.

Distence personnel. Registry for own personnel for handling e.g. medical care, salary payments, email account etc.

5 Information gathered to registries, use of data

Sales and marketing, business relationship management:

- Name, email, phone number, company name, position, language.
- Information is used for sales/invoicing, customer status, sales history, contact log, new or potential customer communication e.g. via newsletter as well as analysing interaction within newsletter. The newsletter has the "unsubscribe" option provided.

Providing IoT solutions to customers:

- Name, email, phone number, company name, user ID.

- Information is used to provide customers access to provided IoT solutions as well as to provide needed alerts via specified means e.g. phone or email.

Recruitment:

- Name, email, phone number, cv, references etc information provided by the applicant.
- Information is used for recruitment purposes.

Distence personnel:

- Name, email, phone number, address, social security id, bank information.
- Data is used for providing personnel access to tools used for work as well as managing employment routines such as salary payment, working hours follow-up.

6 Information sources of the registries

Sales and marketing, business relationship management. From the persons themselves e.g. via direct contact from website or by email as well as various meetings, fairs, cold calls, company websites. Information is not disclosed to third parties.

Providing IoT solutions to customers. From the users themselves as they register to system. Information is not disclosed to third parties.

Recruitment. From the applicants themselves.

Distence personnel. From the employees themselves.

7 Transfer of data outside EU/EEC

No data is transferred outside of the EU.

8 Data protection principles

All personal information is considered confidential. Access to registry is made available only to select group of employees of Distence Oy and only for purposes described in section 5. The network and equipment of registry holder and its partners have been secured using appropriate measures.

9 Information removal

Persons have the right to have data concerning them to be reviewed, corrected or removed from the registry. All requests are to be forwarded in writing to the email or post address specified in Section 2. The newsletter has the “unsubscribe” option provided.