

April 30, 2018

Privacy policy

Ipeka Automation Oy will follow procedures and processes to protect personal data according to the requirements of data protection legislation. This privacy policy includes the grounds for collecting data and the purposes for which the collected data is used.

We can make changes to this privacy policy so that the users of the website and persons included in the marketing register are always aware of how their data is processed. The valid and applicable privacy policy is always available at Ipeka Automation Oy's website ipeka.com

TERMS OF USE OF THE WEBSITE

1 GENERAL INFORMATION

Ipeka Automation Oy ("the Supplier") is committed to protecting the privacy of visitors and users of the Supplier's website, including but not limited to the following website (<https://www.ipeka.com>), and all related chat forums, directories and databases) (collectively referred to as "the Website"). This Agreement on the terms of use is valid between Ipeka Automation Oy and the user of the service ("the User").

If you do not accept these terms of use, do not use the Website. When you use the Website, you accept these terms of use and agree to comply with them.

2 DATA OTHER THAN PERSONAL DATA

The Supplier may collect data other than data classified as personal data from its users using various methods. This data is necessary for monitoring the use of the Website, and we use the data to improve the Website.

3 PERSONAL DATA

The Supplier collects and processes certain personal data of the users of the Website and other data that the User has submitted on different types of contact request forms through the Supplier's website ipeka.com, server sub-pages or sub-domains or by e-mail.

4 DISCLOSURE OF DATA

The Supplier can submit statistics to third parties including use and user data and data other than personal data, but these statistics do not contain identifier information.

5 SAFETY

The website is protected using technical and organizational means. The website data is saved on servers and systems that are protected using firewalls, passwords and other technical means. Access to personal data is only granted if necessary for the processing of the data. All data processors have the obligation to observe secrecy.

6 USE OF COOKIES

We also use cookies and other similar technologies on the website ipeka.com. Cookies are small text files stored on your device for the purpose of collecting and remembering useful information, to improve the functionality and usability of our website. We can use also cookies and other similar technologies for statistical purposes, such as compiling statistics on the use of the website to understand how users use it and to improve the user experience.

You can block the storing of cookies, limit the use of cookies or remove cookies from your browser. Given that cookies enable the functioning of our website, limiting their use may have an effect on the usability of the website.

7 APPROVALS

When the User delivers personal data through the Website, the User gives the Supplier and/or third parties the consent to use the data as described on the Website in question.

An approval on the Website only applies to the user data stored on the Website. If the User has submitted the data to the Supplier in another way than through the Website, an approval issued on the Website does not affect the use of the data in question.

8 TRANSFERRING PERSONAL DATA OUTSIDE THE EEA

We do not transfer personal data outside the EU or the European Economic Area.

9 WEBSITES OF THIRD PARTIES

This privacy policy only applies to the Supplier's Website. The Website may contain links to websites of third parties. We are not responsible for the privacy practices of other websites. We recommend the User to check the privacy policies of the websites that he or she uses.

MARKETING REGISTER

1 DATA CONTROLLER AND REGISTER

Data Controller

Ipeka Automation Oy, Palokuja 1, 37800 Akaa, Finland. Business ID 0667050-7

Register

Ipeka Automation Oy's marketing registers

Contact person in matters concerning the register

Aarre Rinne

Email: [firstname.familyname \(at\) ipeka.com](mailto:firstname.familyname (at) ipeka.com)

2 DATA STORED IN THE REGISTER

The register contains data on the data subject's role in the company, corporation or public position and other data necessary in view of the purpose of the register. The data includes basic company info as well as the names and contact information of company decision-makers and key persons.

Regular data sources

Data is stored in the marketing register based on contact forms received from Ipeka Automation Oy's public website. In addition, personal data can be obtained from other sources to the extent allowed by applicable laws, such sources including the Trade Register, the Population Information System, the Business Information System or the address data system of Posti.

You do not have to give us your personal data, but in that case, we may be unable to offer you our service.

The user rights of Ipeka Automation Oy's employees are transferred to the marketing register through the company's user management system.

Storage period

Personal data is stored only for as long as it is necessary to carry out the purposes of use defined in this register.

Personal data is stored for the duration of the customer relationship. Personal data can also be stored as necessary after the end of the customer relationship to the extent allowed or required by the applicable law. For example, after the customer relationship has ended we typically store personal data that is necessary to respond to requirements or claims, in accordance with the valid provisions concerning the period of limitation. We may also store personal data as necessary to comply with your decision to opt out of direct marketing, for example.

The personal data is removed once its storage is no longer necessary pursuant to the law or the fulfilment of either party's rights or obligations.

The storage periods for personal data concerning the Ipeka Automation Oy's employees are related to the terms of their employment contracts and can be reviewed by consulting the employment contract or the Supplier's personnel instructions.

3 PURPOSE AND LEGAL BASIS FOR PROCESSING PERSONAL DATA

We only collect and process personal data necessary for carrying out our business, managing customer relationships and for appropriate commercial purposes.

We process your personal data for the following purposes:

1 Sales and marketing

We can contact you to tell you about the properties of new products, for example, or to market and sell you other products or services. We do not use your personal data for the purposes of marketing research and customer surveys. The processing of personal data is based on our legitimate interest to provide information as part of a service and to market our other products to you. You have the right to object to your personal data being processed for the purposes of direct marketing at any time.

2 Service development, data security and internal reporting

We also process personal data to ensure the data security of the product and the website, to improve the quality of the product and the website, and to develop the product. We can also compile internal reports on the basis of personal data; these reports are put at the disposal of our management for the appropriate management of our business. In these cases, the processing of personal data is based on our legitimate interest to ensure the appropriate data security of our product and website and to receive adequate and appropriate information for the product's development and the management of our business.

3 Other purposes you have consented to

We also process your personal data for other purposes, if you have given us your consent for such processing.

4 PERSONAL DATA TRANSFERS AND DISCLOSURES

We do not disclose or transfer personal data to any other companies in marketing purposes.

We can only disclose personal data to third parties in these occasions:

- to the extent allowed or required by law, such as to carry out a request for information made by a competent authority or in relation to legal proceedings.
- in the event that we are party to a merger, corporate arrangement or the disposal of business or a part thereof.
- when we consider the disclosure to be necessary for the realisation of our rights, protecting the safety of you and others, investigating misuse, or responding to a request made by an authority.
- at your consent to the parties the consent applies to.

5 GENERAL PRINCIPLES OF PERSONAL DATA USE AND PROTECTION

Ipeka Automation Oy's employees' privilege management is carried out using a role-based user management process in which each employee is given only those privileges required for their task and job description.

6 RIGHTS OF DATA SUBJECTS

According to the current data protection legislation, the marketing register contains personal data that constitutes a person register. With respect to this, the data subjects have rights to their data as provided for in regulations and laid down in the legislation.

You have the right to check your personal data. You can also request the rectification, update or erasure of your personal data at any time. However, please note that the personal data necessary for carrying out the purpose defined in this Policy or the retention of which is required by law cannot be erased.

You have the right to object to or restrict the processing of your personal data to the extent required by the applicable law.

In accordance with the applicable law, you have, in some cases, the right to data portability, i.e. the right to receive your personal data in a structured, commonly used and machine-readable format and the right to transmit the data to another controller.

When we process your personal data on the basis of your consent, you have the right to withdraw the consent you have given at any time. After this, we will not process your personal data unless there is some other legal basis for such processing.

7 DATA SECURITY

We carry out the appropriate measures (including physical, digital and administrative measures) to protect personal data against loss, destruction, misuse and unauthorised access or disclosure). For example, personal data can only be accessed by the people who need it to carry out their work.

8 CONTACTS

If you have any further inquiries about this Policy or the processing of your personal data, please contact the register contact person.