

**Data balance sheet regarding personal data registers of SabriScan Oy** (Law concerning personal data (FIN) 523/1999 10§)

### **1. The owner of the register**

**SabriScan Oy**

Tehdaskylänkatu 11

FI-11710 Riihimäki

VAT number: 147 4003-4

### **2. The person in charge of the register and the contact information**

**SabriScan Oy**

**Salla Kokkonen**

tel. +358 19 760 220

info@sabriscan.fi

### **3. Name of the register**

Customer register of SabriScan Oy

### **4. The purpose for processing the personal data (the purpose of the register)**

The customer register of SabriScan Oy is used for customer relationship management and for marketing (only if permission has been given).

### **5. Content of the register**

The register contains basic information of the person:

- name, address, phone, e-mail, company name and permission to send e-mail marketing

### **6. Regular sources of information**

SabriScan Oy registers only the information that the user announces himself while visiting the website.

### **7. Regular destinations of disclosed data and whether the data is transferred to countries outside the European Union or the European Economic Area**

Data protection laws in EU and in Finland are under renewal. The general data protection regulation will be applied beginning 25.5.2018 in all EU countries. General Data Protection Regulation, GDPR, shall be applied to all personal information. The personal information shall not be given to third parties.

## **8. The principles how the data register is secured**

The customer register of SabriScan Oy is saved in the system of the register owner, which is secured by the operating system protection software. To access the system, a username and a password is required. Access to the register is limited to certain persons, defined beforehand, who are responsible of maintaining the register.

## **9. The right to review the information in the register**

The person registered in the register has right to review and have a copy of the information. The request should be done in written form.

## **10. Correcting the data in the register**

The holder of the register corrects, updates or removes the information in the register that is outdated, wrong or inadequate by the request of the person or by making the decision itself. The registered person should contact the register holder to correct the data.