

## COMBINED PRIVACY POLICY, DATA FILE DESCRIPTION AND INFORMATION DOCUMENT

EU Data Protection Regulation (EU) 2016/679

<p><b>1. Controller</b> Name, Business ID, Address, Email</p>	<p>Rohe Solutions Oy, Business identity number 2948219-7 Kankurinkatu 4-6, 05800 Hyvinkää office@rohe.fi</p>
<p><b>2. Contact person in matters concerning the data file</b> Name, Address, Telephone, Email</p>	<p>Sanna Kokkonen Kankurinkatu 4-6, 05800 Hyvinkää +358 40 765 2606, sanna.kokkonen@rohe.fi</p>
<p><b>3. Name of registry</b></p>	<p>Rohe Solutions Oy's customer register</p>
<p><b>4. Purpose of processing personal data</b></p>	<p>The personal data on Rohe Solutions Oy's customers is used in accordance with the Data Protection Regulation:</p> <ul style="list-style-type: none"> <li>- for the management and development of the customer relationship between Rohe Solutions Oy and its customers</li> <li>- for the maintenance, provision, development and delivery of Rohe Solutions Oy's products and services and for the performance of Rohe Solutions Oy's internal and external duties related to the products and services for the marketing of products and services</li> <li>- for the control and recovery of payments</li> </ul> <p>Customer data may be disclosed to Rohe Solutions Oy's service providers, with whom an agreement has been made on managing the services related to Rohe Solutions Oy's customer relationship.</p> <p>The service providers are required compliance with the data protection and confidentiality regulations in accordance with legislation and industry guidelines.</p> <p>It is the responsibility of the processor to process personal data in accordance with the controller's wishes and to report any derogations to the controller.</p>
<p><b>5. Data content of registry</b></p>	<p>Customer and invoicing information related to contract relationships:</p> <ul style="list-style-type: none"> <li>- name of company and contact person</li> <li>- contact information on the contact person, such as address, telephone number and email address</li> <li>- Information pertaining to customer classification</li> <li>- Information pertaining to the use of customer's services</li> </ul>
<p><b>6. Regular sources of data</b></p>	<p>As a rule, the information is obtained from the data subjects themselves, for example, by e-mail, through the contact form on Rohe Solutions Oy's website, by telephone or in other similar manner.</p> <p>The data file is updated in connection with customer requests for quotations, orders, contracts or other relevant contacts.</p> <p>The information in the data file can also be updated from external data sources, such as the register of Suomen Asiakastieto Oy or a register maintained by an authority, such as the trade register.</p>

	<p>All contacts by customers with Rohe Solutions Oy can be saved. The recordings are used to verify business transactions, handle complaints and develop customer service.</p>
<p><b>7. Regular disclosure of data</b></p>	<p>As a rule, no information is disclosed to outsiders from Rohe Solutions Oy's customer register. Information may be disclosed to public authorities as required by valid legislation.</p> <p>Information may be transferred to Rohe Solutions Oy's partners, service providers or subcontractors in accordance with the purpose of the register.</p>
<p><b>8. Transfer of data to outside the EU or EEA</b></p>	<p>No register information is transferred to outside the EU or EEA.</p>
<p><b>9. Principles of data file protection</b></p> <p>A. Manual material B. Information processed electronically</p>	<p><b>A. Manual material</b> Manual material must be treated so that it is not disclosed to third parties. Obsolete or otherwise unnecessary material will be destroyed in accordance with the instructions concerning the destruction of documents.</p> <p><b>B. Information processed electronically</b> The information in the customer register is collected into databases that are protected by firewalls, passwords and other technical means. Only persons employed by Rohe Solutions Oy or parties authorised by it, who need the information in the course of their work, have access to the information. Rohe Solutions Oy requires its personnel and partners to commit themselves to the confidentiality of customer information. They have access to usernames and passwords.</p>
<p><b>10. Right to verify, ban processing and rectify information</b></p>	<p>In accordance with the Data Protection Regulation, the data subjects have the right to verify the data concerning them and to request the rectification of erroneous information in the data file.</p> <p>Requests for verification and rectification as well as notifications of the exercising of the ban on processing must be sent in writing and provided with signature to the contact person mentioned under item 2. The forms of the Data Protection Authorized Office can also be used in requests.</p>
<p><b>11. Data registry description</b></p>	<p>This data file description is available online on Rohe Solutions Oy's website at <a href="http://www.rohe.fi">www.rohe.fi</a></p>