

Invoicing register - privacy policy

Creation date	8.6.2021
Data controller	DataPartner Oy Raatihuoneenkatu 8 A +358-19-54 10 100 info@datapartner.fi
Contact person in matters related to the filing system	Jens Westerbladh Raatihuoneenkatu 8 A +358-19-54 10 100 jens.westerbladh@datapartner.fi
Name of filing system	Invoicing register
Purpose of personal data processing	<p>The purpose of use for the filing system is to enable the delivery of invoices to customers.</p> <p>Data can be used for the purposes of developing the company's business activities.</p> <p>The customer has the right to prohibit the publication of data by notifying the company's customer service by email (email address) or the filing system's contact person.</p>
Legitimate interest basis	
Categories of personal data in question	
Recipients and recipient groups	
Concent	The consent can be withdrawn by sending an free form e-mail to info@datapartner.fi.
Data content of filing system	<p>Invoicing register contains the following information:</p> <ul style="list-style-type: none">- First and last name of person- Community represented- Email address- Postal address- Phone number- Price and payment information
Regular data sources	<p>Data are obtained during a customer's purchase or order from a company's shop, online service or retailer or from client notifications when a customer uses a service provided by the company.</p> <p>Data are obtained from registrations made by the customer as well as other notifications received during the course of the customer relationship. Updates to names and contact information are also received from authorities and companies providing update services. Data can also be obtained from subcontractors related to the use or production of a specific service.</p> <p>The data stored in the invoicing register are used solely by the company, except when an external service provider is used to provide added value services or invoicing services, or to support credit-related decision-making.</p> <p>Data will not be disclosed to external parties or to the company's partners except for purposes related to credit applications, debt collection or</p>

	invoicing as well as in situations required by law. Personal data will not be transferred outside the European Union unless necessary for ensuring the technical implementation of the company's or its partners' activities. A data subject's personal data will be removed upon the data subject's request unless such removal is prohibited by legislation, outstanding invoices, or debt collection.
Storage time	Will be archived after 10 years.
Regular disclosure of data	<p>The data stored in the invoicing register are used solely by the company, except when an external service provider is used either to provide added value services or to support credit-related decision-making.</p> <p>Data will not be disclosed to external parties or to the company's partners except for purposes related to credit applications, debt collection or invoicing as well as in situations required by law.</p> <p>A data subject's personal data will be removed upon the data subject's request unless such removal is prohibited by legislation, outstanding invoices, or debt collection.</p>
Transferring data outside the EU or the EEA	Personal data will not be transferred outside the European Union unless necessary for ensuring the technical implementation of the company's or its partners' activities.
Filing system's principles of protection A: Manual material	Contact information collected during customer events and other manually processed documents containing customer data are stored in a locked and fireproof space after initial processing. Only specific employees who have signed confidentiality agreements have the right to process manually stored customer data.
Filing system's principles of protection B: Electronically processed functions	Only specific employees working for or on behalf of the company have the right to use the invoicing register and maintain data stored in it. Each specific user has his or her personal username and password. Each user has signed a confidentiality agreement. The system is protected by a firewall to prevent external attacks on the system.
Rights of the data subject	
Cookies	
Information source	
Automatic processing and profiling	
Right of access	The data subject has the right to check what data has been stored about him or her in the filing system. A request for data access must be given in writing by contacting the company's customer service or the filing system's contact person either in Finnish, Swedish or English. The request for data access must be signed. The data subject has the right to prohibit the processing of his or her data and its disclosure for the purposes of direct marketing, distance marketing or opinion polls by contacting the company's customer service.
Right to lodge	
Right of portability	
Right to rectification	Taking into account the purposes of processing, any data stored

	<p>in the filing system that is inaccurate, unnecessary, incomplete, or outdated must be erased or rectified.</p> <p>A written request for rectification, signed by hand, should be sent to the company's customer service or the personal data filing system's administrator.</p> <p>The request should specify what information should be rectified and on what grounds. Rectification shall be carried out without delay.</p> <p>Notification of rectification will be sent to the party who provided the inaccurate data or to whom the data were disclosed.</p> <p>If a request for rectification is denied, the responsible person of the filing system will provide a written document stating the grounds for the denial of the request for rectification. The data subject concerned may then pass the matter along to the Data Protection Ombudsman.</p>
<p>Other rights related to the processing of personal data</p>	<p>The data subject has the right to prohibit the disclosure of processing of personal data for the purposes of direct marketing or other marketing, the right to demand the anonymization of data where applicable, as well as the right to be completely forgotten.</p>