

## CUSTOMER REGISTER DESCRIPTION

Privacy policy according to the Personal Data Act (523/99) 10 §.

### 1. Register is collected by

Paperi ja Puu Oy / Puunjalostusinsinöörit ry  
Metsänneidonkuja 4  
02130 Espoo  
Tel.. +358 40 132 6688  
VAT number (Paperi ja Puu Oy): FI01143927

### 2. Register is maintained by

Paperi ja Puu Oy / Puunjalostusinsinöörit ry  
Metsänneidonkuja 4,  
02130 Espoo,  
Tel.. +358 40 132 6688  
info@puunjalostusinsinööri.fi

### 3. Name of the register

PST bookstore customer register

### 4. Purpose of gathering personal information

The register is used for managing customer relations, customer communications and marketing.

Customer information is used for following purposes:

- Registration of orders, returns and invoicing
- Follow up of consumer behaviour
- The information can be used for the direct marketing of Paperi ja Puu Oy if allowed by the customer.

### 5. Content of the register

Customer register contains following information:

- Customer information: Name, email-address, company name, company VAT ID, address, phone number and other information given by the customer.
- Information about the services ordered, delivery and returns.
- In case if email orders, additionally invoicing information will be collected

## **6. Sources of information**

All personal data is given by the customer when the customer relationship is formed and during it. A specific permission is asked from the customer for any direct marketing as required by the law.

## **7. Releasing information to third parties or outside the EU or the European Economic Area (EEA).**

No information is released to third parties or outside EU or EEA.

## **8. Principles of data protection**

Information in the register is processed only by the personnel of Puunjalostusinsinöörit ry / Paperi ja Puu Oy and persons hired specifically for the task by Paperi ja Puu Oy. The information is confidential to all employees processing the data. The information is handed out to third parties only when required by the law. The system is secured.

## **9. Right to inspect personal data**

Anyone in the register has the right to go through the personal information collected to the register and receive copies of it. The request for this information must be done by contacting the party mentioned in section 2.

## **10. Correcting information**

The register holder corrects, deletes or completes any information if its outdated, incorrect or unnecessary. Also, the customer has the right to request any of these procedures. This request must be done by contacting the party mentioned in section 2.

## **11. Right to decline**

The customer has the right to decline any direct marketing, sales or research. Declining from these procedures must be done by contacting the party mentioned in section 2.