

Register description according to Personal Data Act (523/99) 10 §

1. Holder of the register

Sapotech Oy
Paavo Havaksen tie 5D
90570 Oulu
Finland
Phone: +358 445400475

2. Questions concerning the register

Our customer service will answer all questions and feedback related to the register within two working days.

3. Name of the register

Sapotech Oy CRM system.

4. Purpose of processing personal data

Personal data is processed for the use of customer relationship management and for network services, research, collaboration with Sapotech and/or its partners' marketing and/or direct marketing actions through Sapotech tools and services according to Personal Data Act without disclosing customer personal data to any third party.

5. Data content of the register

The register may include following data about individual persons:

- Name
- e-mail address
- Mobile phone number
- Company and position
- Company address
- Latest business activity with Sapotech

Sapotech website uses cookies (google analytics) to improve user experience and track website usage statistics. Cookies are small pieces of data sent from a website and stored on the user's computer by the user's web browser. Cookies can be blocked by adjusting browser settings.

6. Regular sources of data

The data compiled by Sapotech, has been gathered from current customers and future potential customers. This data could have been collected through face-to-face business meetings, online meetings, fairs & exhibitions and social media.

7. Regular disclosure of data

The register holder will not disclose any customer personal data to any third party unless required by Finnish authorities.

8. Removing of data

Data can be removed from the register in case the customer requests it or if the customer relationship ends.

9. Principles of register security

Personal data is kept confidential. Sapotech information network and data is stored securely in our cloud provider systems: WebCRM, Microsoft Office and Dropbox.

10. Prohibiting the use of data

The customer has the right to prohibit the data being disclosed and used for direct marketing and other marketing purposes.