

20.5.2018/Espoo/Finland

This is a combined Privacy Statement and Information Document for Nordomus's Customers, prospective customers and users of Nordomus's Web Sites, in accordance with Articles 10 and 24 of the Personal Data Act (523/1999) and Articles 12 and 13 of the EU Data Protection Regulations (679 / 2016).

## 1. We are responsible for managing Your data

In order to make Nordomus services available, we need some information about you. We treat this information as our own. In this privacy statement, we want to communicate as openly and transparently as possible about how we process your information. Check how we do this and contact us for questions.

### Contact information

Nordomus Oy/Ab  
(VAT: 2406612-7)  
c/o Engblom & Co Oy  
Purokummuntie 1  
FI-02400 KIRKKONUMMI  
PL 11, FI-02401

Riitta Bekkhus  
Tlf. +358-400-131798  
[riitta.bekkhus@nordomus.com](mailto:riitta.bekkhus@nordomus.com)

## 2. You, who is registered

- A customer (contact persons)
- A prospective customer
- A user of our Web Site

## 3. Purpose for processing personal data

The registered	Cause of data processing	The reason for data processing
Customers	Enable customer contact and maintain customer relationships.	Legitimate interest
Prospective customers and users of our Web Site	Contact requests and newsletter subscriptions via our Web Site.	Legitimate interest

## 4. Information that can be stored in the registry

The following information can be stored in the registry:

Information	Customer	Prospective customer/ Our Web Site users	Purpose for data processing
Name	✓	✓	Identification / Communication
Tel. Nr	✓	✓	Communication
E-mail	✓	✓	Communication
Company	✓	✓	Manage customer relationship Targeted Marketing
Role / tittel	✓	✓	Manage customer relationship Targeted Marketing
IP-adress		✓	Targeted Marketing

## 5. Duration

Personlige data behandles som hovedregel så lenge kundeavtalen som vi trenger for å formidle informasjon er gyldig. Vi registrerer informasjonen slik vi får den fra registeret og oppdaterer den etter registratorens informasjon

Personal data is generally treated as long as the customer agreement is valid. We record the information as we get it from the registry and update it according to the registrar's information.

Forms sent via [www.nordomus.com](http://www.nordomus.com) are automatically removed three (3) years after the shipment. Our customer and marketing registry removes unnecessary personal information every three (3) years.

## 6. Your rights

You have the following rights, requests can be sent to [info@nordomus.com](mailto:info@nordomus.com)

### *Right to access and correct personal information*

You are entitled to receive and verify the personal information we have stored about you. If you notice any errors or omissions in your data, please ask us to correct or supplement the information.

### *Right to limit data processing*

You may at any time oppose your processing of your personal information if you believe that we have processed your personal data unlawfully or that we are not entitled to process any of your personal information.

### *Right to prohibit direct advertising*

You may refuse to use your personal information for direct advertising at any time. We will never sell your personal information or make it available to others to use them as direct advertising addressed to you.

### *Right to remove unnecessary data*

If you believe that some of your personal information is not necessary for us to be able to do our duties, you are entitled to ask us to remove this data. Then we will either remove the data on your request or provide us with the reasons we wish to keep the data. If you disagree with our decision, you have the right to appeal to the Data Inspectorate (Tietosuojavaltuutettu: <https://www.tietosuoja.fi>). You also have the right to require that we limit the processing of the disputed data until the dispute is resolved.

### *Right to appeal*

You have the right to appeal to the Data Inspectorate (Tietosuojavaltuutettu: <https://www.tietosuoja.fi>) if you believe that we abuse your personal information when handling the current privacy act.

## 7. Common sources for information

We can collect customer information when you visit our web site, visit us at a fair or when you meet a Nordomus employee. Our websites are intended for a general audience, and citysteinhus.no does not consciously collect personal information about people under 18 years of age.

## 8. Transfer of information

Our Web Site, [www.nordomus.com](http://www.nordomus.com), is provided by the service provider Sircon Norge AS ([www.sircon.no](http://www.sircon.no)). On the Sircon's Web Site ([https://sircon.no/?s=person protection](https://sircon.no/?s=person%20protection)), you can read more about how our service provider and its subcontractors handle personal information collected via visits to [www.nordomus.com](http://www.nordomus.com).

## 9. Transfer of data outside the EU

When possible, we select European data centers to store your data. Some of the above service providers can back up data outside the EU / EEA to the United States. Data is backed up to ensure your data is secure even in situations where large servers fail.

### *Privacy Shield:*

We have ensured that our service providers have signed up for the so-called "EU-US" Privacy Shield (<https://www.privacyshield.gov/list>), intended for safe processing of European data in the United States.

## 10. Information Security Principles

Safe processing of your data is important to us. We use the following security actions to secure your data.

- To enter the system, it requires a user name and password. The system is also protected by firewalls and other technical means.
- The data stored in the system is only available to authorized, selected employees.

- The use of the registry is protected by user-specific passwords, passwords and access privileges.
- The information in the register is in locked and guarded premises.
- The registry is located on a computer located on a computer room where only authorized personnel have access
- Regularly backing up the registry.

## 11. Cookies

The website uses cookies. The web page sends a cookie to a browser - a small text file that is stored on the computer's hard drive. Both temporary cookies are deleted, which are deleted when you turn off the browser and permanent cookies stored on your computer's hard drive. Cookies allow us to identify your browser and use the information, for example, to calculate visitor browsers and analyze the use of our web sites, such as statistical measurements. They also make it possible for us to measure what our users are interested in, thus improving and further developing our web pages. All collected information is anonymous, and online activities cannot be linked to a particular person.

### *Blocking cookies*

Most browsers automatically authenticate cookies, but you can avoid cookies by changing your browser settings and blocking cookies. For more information about this:

- [Here](https://support.microsoft.com/nb-no/help/17442/windows-internet-explorer-delete-manage-cookies) you will find help for Internet Explorer (<https://support.microsoft.com/nb-no/help/17442/windows-internet-explorer-delete-manage-cookies>)
- [Here](https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences) you will find help for Mozilla Firefox (<https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>)
- [Here](https://support.google.com/chrome/answer/95647?hl=en) you will find help for Google Chrome (<https://support.google.com/chrome/answer/95647?hl=en>)
- [Here](https://support.apple.com/kb/ph5042?locale=en_US) you will find help for Safari ([https://support.apple.com/kb/ph5042?locale=en\\_US](https://support.apple.com/kb/ph5042?locale=en_US))
- [Here](http://www.opera.com/help/tutorials/security/privacy/) you will find help for Opera (<http://www.opera.com/help/tutorials/security/privacy/>)
- [Here](https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy) you will find help for Microsoft Edge (<https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy>)

### *We use the following cookies:*

- Information collected with cookies and web beacons will not give us or any third party any kind of personal information, such as name and contact information. Third-party advertisers can also use technology that measures the impact of their ads. To do that, they can use a tracking (a 1-pixel gif) that is placed on our webpage to collect anonymous data.
- After receiving such anonymous information about user behavior, these and other websites may allow advertisers to develop ads for products and services that may interest the users.
- This website has a Google AdWords cookie that is used for targeted marketing through a list of users in the Google Advertising Network. The user can not be identified based on information contained in the cookie. If you wish, you can block Google AdWords marketing based [here](http://www.google.com/settings/ads) (<http://www.google.com/settings/ads>).

- For more information about browser-based advertising, visit the site: [Your Online Choices](http://www.youronlinechoices.com/nor/) (<http://www.youronlinechoices.com/nor/>)

The following third-party players have cookies on our website:

Cookies	What is stored	Who will process the information
__cfduid	<p>Typical server log information, including:</p> <ul style="list-style-type: none"> <li>-URL requested on our domain</li> <li>-Referring URL</li> <li>-IP Address (anonymous)</li> <li>-Which browser, language, and operating system used</li> <li>-Browser cookies used on our domain</li> <li>-Time and date</li> <li>-Typical browser information, such as URL, title and related metadata</li> </ul> <p>We use HTTP cookies on our domain for analysis, browser identification, and to save your preferences. We will not save on identifiable personal information unless you have given us this. For example, when you contact us, you can choose to give us your name and email address so we can answer you.</p>	addtoany
test_cookie	Testing of the user's browser supports cookies, on behalf of Google Inc. Advertising Platform DoubleClick	DoubleClick, Google Inc.
_gat_UA-89673191-1 _ga _gid _gat_UA-111452581-1	Google Analytics cookies that help us understand how you use our web pages, how to get to the pages, what pages you visited, how long you were on pages, what you've clicked, and what's your geographic location (based on your IP address) address). This makes it possible to show advertisements that are relevant to you.	Google
fr	Used by Facebook to deliver a variety of promotional products, such as real-time bidding from third-party advertisers.	Facebook

This website uses cPanel as the control panel on our web servers. cPanel is a robust and well-known control panel used by several of the largest web hosting providers in the world. cPanel logs the internet traffic on our website that shows how visitors use the website, using tools like "heat map" and recording of the visitor's movements. cPanel is delivered via our internet provider Sircon AS. More about Sircon and Sircon's privacy can be found here: <https://sircon.no/?s=personvern>

## 12. Links from our website

In cases where our websites contain links to other sites and resources provided by third parties, these links are for your information only. We have no control over the content of these sites and do not accept responsibility for them or for loss or damage that may occur as a result of your use of them.

## 13. Intellectual property rights

We are the owner or rights holder of all intellectual property rights on our webpages and the material that is published on it. These works are protected by copyright, trademarks and international treaties. All such rights are reserved. You can print a copy and can download extracts of any page from our web pages for your personal use, and you may advise others in your organization of this material. You may not change the material you have printed or downloaded in any way and you may not use illustrations, photographs, video or audio sequences or any graphics separately from the accompanying text.

Our status (and any identified contributors) as authors of material on our site must always be verified. You may not use any part of the material on our site for commercial purposes without permission from us. If you print, copy or download portions of our site in violation of these terms of use, your right to use our site will cease immediately and you must return or destroy copies of the material you have created.

## 14. Amendments

We reserve the right, at our sole discretion, to modify and / or delete this privacy and cookie policy at any time without notice. We will publish the current version of the Privacy and Cookie Policy at [www.nordomus.com](http://www.nordomus.com)