

This Privacy Notice applies to personal data processing by the company **WE Tech Solutions Oy** (hereinafter “WE Tech”), business registration number FI22885604, address Wolffintie 36 M10, 65200 Vaasa, Finland. The contact person is the Business Controller through the e-mail address solutions@wetech.fi.

Your privacy and the protection of your personal data is of the utmost importance to WE Tech and we are committed to protect the personal data we process. We always comply with the applicable legislation on personal data protection. This Privacy Notice describes how personal data is collected, stored and used by us. This notice aims to:

- Help you to understand how your personal data is collected, used and safeguarded
- Show you our commitment, measures and accountability to protect your personal data
- Inform you about your rights

The source of information and the personal data collected

The personal data may be provided to us by you, our customers, suppliers and/or other cooperation partners through contract, order, invoice, e-mail, business card, phone and/or meeting.

The personal data of yours that is collected and processed by WE Tech can be of one or more of the following categories:

- Name
- E-mail address
- Phone number
- Employer
- Address
- Job application
- CV
- Date of birth
- Gender
- Native language
- Work experience
- or any other information that you choose to provide or that is collected based on your consent

Head Office
WE Tech Solutions Oy
Wolffintie 36 M10
FI-65200 VAASA, Finland

Web www.wetech.fi
Email solutions@wetech.fi
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Purpose of usage of personal data

WE Tech only collects, processes and uses personal data, which is needed for operational purposes, efficient customer care and/or relevant commercial activities. We primarily process your personal data based on an entered agreement or under legitimate interests in connection with provision and/or marketing of our services. Further we may process your personal data based on other lawful criteria such as consent or when required by applicable law.

Our main reasons for collecting and handling personal data are to be able to:

- Fulfill our commitments
- Provide and deliver service and have effective after-sales communication
- Handle requests
- Provide customers and possible new customers with relevant sales and marketing information and material
- Secure company data and log data breaches
- Fulfill legal obligations
- Other purposes we have received consent to handle your data for

Protection and storing of personal data

The personal data will only be available to authorized employees holding a position that requires them to process personal data to perform their work to ensure the quality of customer and supplier relationship, efficient recruitment and internal processes as well as the reliability of protection of personal data.

Information security and ensuring appropriate protection of your information is vital. To safeguard your personal data, WE Tech has implemented technical and organizational security measures to set appropriate level of protection of information and to prevent and detect disclosure of personal data to unauthorized parties. WE Tech informs you of discovered data security breaches according to applicable data protection laws and regulations.

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The measures shall ensure a level of security which is deemed appropriate taking into consideration:

- The available technical possibilities
- The costs of implementing the measures
- The nature, scope, context, vulnerability and purpose of the processing
- Assessment of risks and risk exposure related to the processing
- Applicable law and regulations
- Contractual demands

We will retain your personal data for the period necessary to fulfill the purposes outlined in this Privacy Notice unless a longer retention period is required or permitted by applicable law. For this purpose, we see that personal data shall be removed in a period of 10 years from registration of the data or completion of a certain agreement or when 10 years have passed from the ending of guarantee period for projects, whichever comes later. After the processing has ended, WE Tech shall delete the personal data from our registers. If some personal data is deemed irrelevant during this period it can also be deleted even if 10 years has not passed. Outdated or unnecessary information shall not be used or stored and appropriate measures are taken to make sure that the personal data and other customer information are up-to-date and correct.

Transfer of personal data

Your personal data may be transferred to and processed by third-party providers which perform services to and on behalf of WE Tech. Only personal data that is necessary will be provided to such third-party providers and always in accordance with written agreements ensuring the protection of personal data.

We may need to transfer personal data from EU/European Economic Area and the level of information protection in countries outside EU/EEA may be lower than in the EU/EEA. In such cases WE Tech shall implement appropriate measures under the GDPR to ensure the protection of personal data.

Contact information and information about your rights

Your legal rights, as data subject, regarding your personal data entitles you to obtain the personal data handled by WE Tech by sending a written and signed request to our Business Controller through the e-mail address solutions@wetech.fi or by personally visiting our office at Wolffintie 36 M10. You also have the right to ask for correction, transfer, limitation in handling and/or deletion of your personal data. Questions can also be sent to either of the beforementioned addresses.

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If the personal data is retained based on your own consent you have the right to, at any time, withdraw this consent and ask to be removed from the register if no other reason to retain the information is existing. Withdrawing your consent won't affect the legal aspect of the registration before withdrawal of the consent.

Complaints to a supervisory authority, can rightfully be made, in case of finding that the handling of your personal data is in violation of the valid personal data legislation. The contact information for supervising authority Data Protection Ombudsman is: www.tietosuoja.fi/fi/index/yhteystiedot.html.



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