

Data Protection Declaration Telegraafi Communications Agency

1.	<p>Controller Telegraafi Oy Aurakatu 8, KOP-kolmio, 20100 Turku, Finland, business ID 2216925-3 info@telegraafi.fi, www.telegraafi.fi</p>
2.	<p>Contact person CEO Marja-Terttu Rantanen Aurakatu 8, KOP-kolmio, 20100 Turku, Finland tel. + 358 400 232 970, mt@telegraafi.fi</p>
3.	<p>Name of the register Register of clients and potential clients of Telegraafi Communications Agency</p>
4.	<p>Intended purpose of the collected personal data Managing and developing client relationships, potential client relationships and other contacts; communication and marketing</p>
5.	<p>Information the register contains The register may include the following information:</p> <ul style="list-style-type: none"> • Name and contact information of the company (visiting address, billing address, phone number, web address) and information related to billing • Name and contact information of the contact person (address, phone number and email address), as well as title or position within the organisation
6.	<p>Cookies The Telegraafi website uses cookies. Cookies are small text files that are placed and retained on the visitor's computer or mobile device. The main purpose of cookies is to improve and adjust the user experience, as well as to analyse and improve the functionalities and content of the website. Data collected with cookies help to better target Telegraafi's communication and marketing efforts. The collected data can also be linked to other information obtained from the visitor, for example when the visitor fills in a form on the Telegraafi website.</p>
7.	<p>Register's sources of information Data is collected from the companies or individuals listed in the register, and from web sites and other public sources of information.</p>
8.	<p>Transfer of data Information is not given out to third parties or transferred outside the European Union (EU) or the European Economic Area (EEA). Telegraafi only gives out personal data to external service providers for the purposes of billing, or for sending digital customer letters or other material. In these cases, data protection issues are agreed upon separately.</p>
9.	<p>Transferring data outside the EU or the EEA Information is not transferred outside the European Union or the European Economic Area.</p>
10.	<p>Principles of protecting the register Personal data is kept confidential. The register cannot be accessed via public information network. The network and hardware where the register is located and used are duly protected by firewall, passwords and other means.</p>
11.	<p>Rights of the data subject Data subject has the right to request access to his/her personal data, corrections for inaccurate or incomplete information, and deletion of his/her information. Written and signed requests are asked to be delivered to the address mentioned in chapter 1.</p>