

## **Privacy Notice:**

*In compliance with The General Data Protection Regulation (EU) 2016/679 (GDPR)*

### **1. Registrar**

Liitu Education  
Registration ID: 2202112-8  
Pyöräkatu 4, 70600 Kuopio

### **2. Person Responsible**

Mikko Laitinen  
mikko@liitu.education  
+358408377270

### **3. Registry name**

Liitu Education – Customer registry

### **4. Purpose of processing personal data**

- To respond to inquiries sent through the site's contact form
- Maintenance and management of customer and interest group relations
- Plan and implement courses
- To collect feedback to measure customer satisfaction

### **5. Contents of the registry**

The following information may be contained in the registry:

- Full name of customer
- School or organisation name
- Telephone number
- Position in organisation
- Email address
- Country
- Course related general information and self-evaluation of skill levels

### **6. Sources of information**

Customers' personal data will be recorded when users register to a course through the online registration form or when they submit an inquiry through the contact form on the website. Customers may be requested to provide further information through email.

### **7. Transfer of data to third parties or outside the EU**

Personal data shall not be relinquished to third parties except as within the permitted or obligated limits of the valid legislation. Personal data is not be transferred outside the European Union or the European Economic Area.

### **8. Register protection**

Personal data is stored in digital form on internet servers. The information is protected by means of appropriate and up-to-date information technology-based solutions and data security. Data can only be accessed by the registrar or other employees on their mandate. Data will be stored for as long as the purposes of the registry are fulfilled

### **9. Right to inspection and prohibition**

According to the Personal Data Act, the customer has the right to inspection and error correction as well as the right to refuse both the delivery of electronic messages concerning offers and benefits and the use of personal data for direct marketing. If registrants wish to apply the right to prohibit or obtain more information with regard to the handling of their personal data, they may contact the person mentioned above who handles register matters. In the event that the customer wishes to apply his/her right to inspection, s/he must, in accordance with section 28 of the Personal Data Act, present his/her request for inspection in a personally signed or otherwise similarly certified document, or visit the registrant personally.