



Privacy and data protection policy
Personal Data Act (523/1999) sections 10 and 24

Data collector and contact information	Translatum Oy Business ID: 1639240-8 Hermiankatu 6–8 D FI-33720 Tampere, Finland info@translatum.fi Tel.: +358 (0)20 7411 020
Name of the register	Translatum's client register and Translatum's vendor register
Data to be saved in the registers	<p>The following data can be saved</p> <p>a) in Translatum's client register</p> <ul style="list-style-type: none">• First and last name• Name of the company/organisation• Business ID• Postal address• Phone number• E-mail address• Invoicing information• Internet site URL• Information about ordered services• Other information related to the client relationship or ordered services <p>b) in Translatum's newsletter subscription register</p> <ul style="list-style-type: none">• First and last name• Name of the company/organisation• E-mail address <p>c) in Translatum's vendor register</p> <ul style="list-style-type: none">• First and last name• Name of the company/organisation• Business ID• Postal address• Phone number• E-mail address• Invoicing information• Internet site URL• Information about ordered services• Other information related to the vendor relationship or ordered services
Intended use of register data	<p>The collected personal data will be used for</p> <ul style="list-style-type: none">• Management of translation projects• Translatum's PR and announcements if the data subject has subscribed to the newsletter• Financier reporting
Data retention time	The data shall be stored as long as the client relationship and/or subscription is in force.



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Regular data sources	The data subject when they register as a Translatum client, newsletter subscriber, or vendor. Other reliable entities and registers can be used on the basis of the data subject's consent.
Regular release of data and data transfer outside the EU or EEA	<p>The data can be accessed by</p> <ul style="list-style-type: none">• The data collector's employees• Vendors related to translation project management• Third parties (for specified parts) <p>Some of the data can be released to a third party for carrying out a translation project. The data collector shall ensure that the data security of the third party and the person processing the personal data has been realised to the necessary extent. Data to be released to third parties may include:</p> <ul style="list-style-type: none">• First and last name• Ordering organisation• Postal address• E-mail address• Invoicing information
Data protection principles	<p>Translatum Oy has devised a data protection policy whose good data security practices Translatum Oy and its personnel shall follow.</p> <p>Manual material: Data is stored in the locked office premises of the data collector.</p> <p>Electronic material: The registers are stored on</p> <ul style="list-style-type: none">• a protected network drive, which can only be accessed by the data collector's employees and the web server service provider, i.e., the processor of personal data.• the service providers' protected servers, which can only be accessed by some of the data collector's employees and the provider of the service in question, i.e., the processor of personal data.
The right to check the data and demand correction or removal of data	The data subject has the right to check what kind of personal data has been saved about them in the register. Translatum Oy shall, on its own initiative or at the data subject's request, correct, delete, or supplement the personal data in its register that is incorrect, unnecessary, insufficient, or dated for the purpose of processing. The data subject can submit the possible correction or deletion request either by posting an individualised written correction or deletion request with a handwritten signature to Translatum Oy or sending an e-mail to Translatum Oy at info@translatum.fi .