

PRIVACY STATEMENT

Controller

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In this privacy statement, Mäkitalo describes its methods of processing personal data and informs you of your rights in the processing of your personal data.

Mäkitalo complies with applicable data protection legislation in all its processing, which includes e.g. the General Data Protection Regulation (2016/679).

This privacy statement covers the following topics:

[What information is being collected on our website and why?](#)

[What personal data is being collected for our assignments and why?](#)

[Your rights](#)

WHAT INFORMATION IS BEING COLLECTED ON OUR WEBSITE AND WHY?

We use our websites to share information, send newsletters, organize events and receive job applications. In order to achieve this, we need information and data from you.

Function	Why?	Grounds?	What?
Newsletter	We want to reach you in order to inform you of current and interesting legal news, events at our office and our references.	<p>We will send you our newsletter if you have provided us with your e-mail address for this purpose. The processing of your personal data is based on our legitimate interest to send our newsletter and to target other marketing measures, after taking part of this privacy statement.</p> <p>You have the right at any time to cancel the subscription using the unsubscribe function or to prohibit marketing altogether by notifying us by e-mail to privacy@makitalo.fi</p>	We need your e-mail address in order to send our newsletter and marketing materials. You can also provide us with additional data, such as your name, the company you work for and title.
Events	On our website, we provide information of events organized at our office which we will invite you to participate in.	<p>You are welcomed to participate in our events after registering to the event on our website. We will process your personal data to organize the event and for other marketing purposes. The processing of your personal data is based on our legitimate interest to carry out our event and to target marketing material.</p> <p>However, you have the right, at any time, to prohibit marketing using the unsubscribe function by informing us by e-mail to privacy@makitalo.fi</p>	<p>To organize the event, we collect your name, title, e-mail address, phone number, the company you work for, and if needed, your possible special diet.</p> <p>Depending on the type of the event, we may ask questions of other matters, such as objects of interest in light of planning future events.</p>
Job applications	You can send us your job application through our website.	We process your personal data to carry out the job application and employee selection processes.	We process your personal data that you have provided to us. Mandatory information for the application process is your name, address, phone number and e-mail address. You decide on what information beyond the aforementioned you wish to provide. Other necessary and useful information for the recruitment process can be, among other things, information on your education, job experience,

			language skills, hobbies and other objects of interest.
Cookies	We want to improve your user experience and improve our understanding of what kind of information you are looking for.	<p>In order to provide interesting content we must keep track of e.g. how often our website is visited, from where our website is visited, how well our website functions and what information, such as blog posts or services, is being searched from our website.</p> <p>You may refrain from Hubspot cookies by prohibiting our use of cookies. You may additionally refuse the general trace of your activities conducted by Google by downloading the separate browser extension tool, Google Analytics Opt-out, from https://tools.google.com/dlpage/gaoptout</p>	<p>Google Analytics:</p> <p>We collect statistics of the means by which you have entered our websites (eg. Google-search or link), which one of our sites you have visited, how long you have stayed on our sites, which country you are visiting our sites from, what browser you are using and how fast our sites are working. However, we cannot connect this information to you.</p> <p>We cannot affect what information is being collected, and Google may at any time change their policies. We therefore ask you to acquaint yourself with Googles' own privacy policies at https://policies.google.com/privacy.</p> <p>Hubspot:</p> <p>We collect statistics on what web addresses you are entering our sites from, when you have visited our sites for the first time, when was the last time you visited and how many times you have visited our sites. If you are registered on our site, eg. as a subscriber for our newsletter, the information can be connected to you as a person.</p>

Additional information on processing job applications

Duration of processing personal data	<p>We process the personal data during the application process. The information is destroyed six (6) months after the expiration of the application period.</p> <p>We consider open applications for six (6) months from receiving the applications.</p>
Processing and protection of personal data	<p>We process the personal data received in connection with job applications only in the recruitment process. In order to receive marketing communication from us, you must subscribe to our newsletter separately.</p> <p>We protect data by carrying out appropriate technical and organizational measures in order to prevent intentional or accidental unauthorized use, destruction, exposure or alteration of information.</p>

Disclosure and transfer of personal data	<p>We will not disclose personal data to third parties.</p> <p>We can, however, use the services of an external processor in our processing of personal data. In case we outsource our processing as mentioned before, the processing of personal data is based on an agreement between our firm and the external service provider and directions for processing provided by us. We require that the external service providers take appropriate technical and organizational measures in order to protect personal data.</p>
The location of personal data	<p>The personal data is located in the EU and in the United States. When personal data is saved in providers located in the United States, a Privacy Shield agreement is used (https://www.privacyshield.gov/welcome).</p>

WHAT PERSONAL DATA IS BEING COLLECTED FOR OUR ASSIGNMENTS AND WHY?

Why?	Grounds?	What?
<p>We collect or receive our customers personal data which are necessary</p> <ul style="list-style-type: none"> - to open and manage an assignment - to identify customers and to fulfill and comply with our statutory duties regarding anti money laundering provisions - to perform a conflict of interest review 	<p>The ground for processing personal data is our legitimate interest to provide services to our customers, and our obligation to fulfil the requirements set forth in binding provisions</p>	<p>We need a lot of information to carry out assignments. These include, among others, the name, address, phone number, date of birth, nationality, ID, company number and possibly other types of data of the customer that may be necessary in order to produce our services.</p> <p>In addition, in order to fulfill and to comply with our statutory duties regarding the anti money laundering provisions, we need to obtain information e.g. on the customers' representative, beneficial owners, the nature and extent of the customers' business as well as information whether there are politically exposed persons involved.</p> <p>To fulfill and comply with the statutory duties the personal data given can be supplemented and confirmed by information retrieved from other sources, such as registers held by authorities and publicly available search engines.</p> <p>Other types of data are assignment-specific. We may for example have to use sensitive information, such as criminal records or specific information of your bank account whilst representing you.</p> <p>If other persons, such as employees', personal data is being processed during the assignment, there shall be a reason for processing. You shall make sure that you will not provide us with personal data that is unnecessary for the carrying out of the assignment. It may for example be necessary to process a listing of the employees' salaries, but it is to be noted that in this case data concerning the employees' union membership may be unnecessary.</p>

Additional information on the processing of personal data in assignments

Duration of processing of personal data	<p>We process personal data for the duration of the assignment, and after the termination of the assignment for as long as binding legislation provides it.</p> <p>In addition to legislation, we are bound by the standards set forth in the Finnish Bar Association's Code of Conduct.</p>
Processing and protection of personal data	<p>We process personal data only for the purpose for which the data has been collected and only for as long as a ground for processing exists.</p> <p>We carry out appropriate technical and organizational measures in order to protect the personal data.</p>
Disclosure and transfer of personal data	<p>We will not disclose personal data to third parties unless otherwise required by binding legislation, or unless required for the carrying out of our customer's assignment.</p> <p>We may, however, use the services of an external service provider in the processing of personal data. In case we outsource our processing as mentioned before, the processing of personal data is based on an agreement between our firm and the external service provider and directions for processing provided by us. We require that the external service providers take appropriate technical and organizational measures in order to protect personal data.</p>
Location of the personal data	<p>The personal data is located in the EU.</p>

YOUR RIGHTS

We are obliged to care for the accuracy and timeliness of your information. To ensure the accomplishment of the aforementioned, you can contact us by sending e-mail to privacy@makitalo.fi

In case of enquiries and other questions related to data protection you can contact us by sending e-mail to privacy@makitalo.fi

Right	Content
Right of access	<p>You have the right to obtain confirmation as to whether or not personal data concerning you is being processed. If personal data concerning you is being processed, you have the right to access the personal data.</p> <p>If personal data is being processed e.g. in connection to an assignment, we may, however, be restricted from disclosing your personal data due to an obligation of secrecy.</p>
Right to rectification	You have the right to obtain the rectification of inaccurate personal data concerning you.
Right to erasure	You have the right to obtain erasure of personal data concerning you in particular situations.
Right to restriction of processing	In particular situations, you have the right to restrict processing of personal data concerning you.
Right to object	You have the right to object processing when we process personal data concerning you based on our legitimate interest.
Right to withdraw consent	When processing is based on your consent, you have the right to withdraw that consent.
Right to transfer	You have the right to request the transfer of your personal data to another processor if it is technically possible.
Right to lodge a complaint to the Data Protection Ombudsman	If you find that we do not meet our legislative obligations or fail to enforce your rights, you have the right to bring your matter to be investigated by the Data Protection Ombudsman. Additional information can be found at the Office of the Data Protection Ombudsman at https://tietosuojafi/en/home .