

# Omnitele Privacy Policy

Omnitele Ltd.  
contact@omnitele.com  
+358 9 6959 91

## 1. General information

Generally, you can browse through our website without giving us any information about yourself. When we do need your personal information to provide services that you request or when you choose to provide us with your personal information, this policy describes how we collect and use your personal information.

This Privacy Policy contains information required by the EU General Data Protection Regulation (hereinafter the General Data Protection Regulation) and the Personal Data Act.

## 2. Controller and contact information

Omnitele Ltd.  
Mäkitorpantie 3 B, Helsinki, Finland  
privacy@omnitele.com  
+358 9 6959 91

## 3. Name of the register

Omnitele's customer and marketing register. Omnitele customers (companies) are data subjects. With respect to a company, data subjects are persons acting on its behalf. Previous customers and companies and entities deemed as potential customers are also data subjects.

## 4. Purpose of personal data processing

We use the information for:

- Customer service and customer relationship management and development, including customer communications
- Providing services and products
- Training purposes
- Direct marketing, opinion polls and market surveys, distance selling, targeting of marketing and advertising
- Fulfilling statutory obligations and any other official rules and regulations
- Conducting and developing other business

We process the data subject's personal data mainly based on a contractual relationship and the measures preceding it.

## 5. Categories of personal data

The register contains following data:

- Name of the company
- Name of the representative
- Role
- Contact information of the representative: phone number, email address
- Historical data (previous contacts, services provided, offers)

## 6. Regular sources of information

Personal data is collected primarily from the data subjects themselves when meeting Omnitele.

Personal data may also be collected when the data subject uses certain services of the controller, such as online services.

- Regular visitors: We use Google Analytics Cookies for collecting anonymous website visiting statistics. We are using this data for following website traffic and performance.
- Email Campaign visitors: If you (a visitor) end up to Omnitele Website through an Email Campaign, we collect more detailed statistics. Information of Opens and Clicks of specific links are stored. This information is linked (enriched) with our Marketing Database. This enriched information is used for marketing purposes, for example, was the email campaign hit or miss, how to improve the message and who were interested in the message we sent.
- Information requests: If you send information request through our web pages, your contact information will be saved in our marketing register to contact you and to provide you with the requested information.

## 7. Cookies policy

To make this site work properly, we sometimes place small data files called cookies on your device.

### What are cookies?

A cookie is a small text file that a website saves on your computer or mobile device when you visit the site. It enables the website to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another. More information about cookies can be found from [www.aboutcookies.org](http://www.aboutcookies.org).

### How do we use cookies?

Some of the cookies are needed for the technical functionality and usage of the site. These cookies do not collect information from the users that could be used in marketing or remember sites chosen by the user. Our performance measuring cookies gather information on how users use our website (e.g. most used pages, possible error messages). These cookies do not collect user-identifiable information but are anonymous and used only to follow up the usage to improve the functionality of our website.

For visits through email campaigns, we collect more detailed statistics. Information of Opens and Clicks of specific links are stored. This information is linked (enriched) with our Marketing Database. This enriched information is used for marketing purposes, for example, was the email campaign hit or miss, how to improve the message and who were interested in the message we sent.

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that some features of this site may not work as intended.

### How to control cookies?

You can control and/or delete cookies as you wish in your browser settings. You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.

## 8. Regular destinations of disclosed data

Omnitele will not transfer personal information to third parties. Due to data processing some information may be transferred to Omnitele subcontractors, like IT system providers and communication services providers.

We will also disclose your personal information if required to do so by law, or in urgent circumstances, to protect personal safety, the public or our website.

## 9. Transfer of data to third countries

The information is typically not transferred to countries outside the EU or the EEA. However, in case there is a specific need to transfer the personal data to the third countries, Omnitele ensures that relevant standard contractual clauses or Privacy Shield Principles are in place.

## 10. Personal data retention period

The data is kept as long as valid and relevant for business purposes.

## 11. Principles of protection of the register file

Omnitele safeguards the security of the data with physical, electronic, and organisational procedures generally accepted in the field at the time. The file is stored in electronic format, and it is protected from unauthorised access using firewalls, passwords and other technical measures. Only designated persons bound by an obligation of secrecy are allowed access to the data contained in the file.

## 12. Data subject's rights

Everyone entered in the register shall have the right to inspect the data on him/her in a personal data file, and the right to demand rectification of any erroneous data. He/she has the right to request a limitation of the use of the personal information or the termination of use of your personal information

A request for access must, in addition to the registered person's name, state other details necessary to identify the person in question.

If the data subject submits a request electronically and has not requested any other form of delivery, the data will be delivered in a commonly used electronic format, provided that the data can be delivered in a secure manner.

The data subject also has the right to request the controller to rectify or erase their personal data and prohibit the processing of their personal data for marketing purposes.

All above requests must be submitted to the abovementioned contact address of the controller.

## 13. Changes to this Privacy Policy

Omnitele may amend this policy from time to time. If we make any substantial changes in the way we use your personal information, we will make that information available by posting a notice on this site.