

# Privacy Policy

Mood of Finland / Mood of Learning: Customer & Marketing Register

Mood of Learning is a concept owned by Mood of Finland company. Mood of Finland company stores and processes personal data in accordance with the EU GDPR and the current Personal Data Act (523/1999).

We may from time to time change this Privacy Statement by publishing a new version online.

Creation date: 15.10.2018

## 1. Registrar:

- Mood of Finland
- Business ID: 2856508-9
- Address: Hakalankatu 2 as. 6, 05800 Hyvinkää
- Phone: +358 40 9622006

## 2. The person on charge:

- Anu Nylund, owner
- [anu.nylund@moodoffinland.fi](mailto:anu.nylund@moodoffinland.fi)

## 3. Use of personal data

We deal with personal data for dealing with a customer or other relevant connection. Disclosing information to partners only takes place for uses that support the logic of the registry.

Our business is based on legitimate business, so we also comply with EU legislation on personal data storage - this is abbreviated with the following six sections:

- The information that we store from a person is legitimate, reasonable and transparent in handling. This means you can access your information at any time.
- The information has a purpose-specific feature - for example, the information we collect is only for a specific purpose. We will not disclose your information to third parties unless there is an appropriate reason for doing so.
- Minimize the information we have saved - we only save it as necessary
- We strive to keep our information accurate
- We restrict the retention of information - the data has a defined lifetime, after which they are either automatically or routinely deleted unless there is a legitimate reason for the retention.
- We store reliable information, for example, through backups, verified

#### **4. Data content of the register**

We offer the option to subscribe to Mood of Learning courses by Social media username and password and don't get any information of the client when doing so.

In case our customer puts in contact with us by email and we start cooperation we store the following information:

- First and last name
- Contacts (such as company name, contact information)
- Any other textual information related to the customer relationship

We store minimum information regarding customer relationship, typically including a person's name, company, and contact information such as email and phone number.

#### **5. Information sources**

- Customer's own contact email / business card and request for contact

#### **6. Surrender and transfer of information**

At the discretion of the controller, information may be disclosed to our partners, within the limits permitted and mandated by the law in force, unless the data subject has denied disclosure. The disclosure of information to partners only takes place for uses that support the purpose of the register and have been reported to the customer.

We use an internal file to manage client relationships, where we store the data minimized, for example. including: name, contact details and customer relationship related activities such as meetings and other activities. Information will not be disclosed to third parties.

Some of the services we use are in the territory of the Member States of the European Union. Data transmission is subject to the requirements of the Personal Data Code and we share these services with the principle of minimizing information and reducing the risk.

#### **7. Protection of the registry**

The information that is electronically processed is contained in firewalls, passwords and other generally accepted technical security features of the other security industry. Manually-maintained material is located in areas where unauthorized access is denied.

Only those who are identified by the controller and on their behalf and on behalf have access to the information contained in the register.