



PRIVACY POLICY

Reference to GDPR

As a reference to GDPR (General Data Protection Regulation), I, as a Contractor, act as a Processor for personal data in relation to my Client, therefore actual Controller (register keeper) is the Client. I, as a Processor, operate according to the Controller's instructions and I process personal data according to what has been separately agreed and signed in each Assignment Contract with the Client.

General

In order to give the best possible service, I may need to collect and process certain personal data about you. However, I respect and value your privacy and I am committed to protect it. This privacy policy contains information about what personal data I collect, what are the key principles of processing the data and what rights you have relating to your personal data.

I process your personal data in compliance with this privacy policy and applicable laws, so I ask you to read this policy carefully. I may update this privacy policy from time to time associated with development of our business operations or changes in applicable laws.

By using my services and website or contacting me, you accept that I process your personal data according to this privacy policy. If you do not accept these terms, it is likely that I cannot provide any services for you.

For what purposes is personal data collected and used?

I collect, store and process personal data only for predefined purposes. The main purposes for processing personal data are:

- fulfilling assignment contractual obligations;
- fulfilling legal obligations and responding to legal claims;
- client invoicing, client communications and responding to contact requests;
- development of business; and
- targeting my services



What data you collect about me and from which sources?

I collect personal data about you mainly from yourself when you contact me or purchase services.

Typically I may get following personal data directly from you after we have signed an assignment contract for services:

- your company related official information and contact details, such as email address, phone number, business ID
- HR related information; such as employee information, employment relationship information, salary data, occupational health care data
- financial data; such as bookkeeping data, taxation related data, salary data, pension related data, invoicing data, debtoring data
- administrative data; such as client information and other business related information
- any other data that you have given your consent to collect

What is the basis for processing your personal data?

I make sure that I always have a legal basis to process your personal data. I may process your data on a several different basis. Firstly, I may process your data to fulfill and execute an assignment contract and to meet legal obligations. Secondly, I may process your data also to further legitimate interests, which are the offering of my services and operating and developing business. Some personal data I may process based on your consent.

Who processes my personal data and is it transferred to anyone else?

Primarily your personal data is processed only by myself.

I may also disclose information to fulfill other contractual or legal obligations or when a legal authority requires a disclosure.

Is my data transferred outside the EU?

By default, your data is not transferred outside the EU.

Possible transfers would concern only such situations, where some of the servers where my data is stored would be located outside of the EU. If this would happen, I would make sure that your data is transferred and processed in a legal manner with adequate safeguards.

How long is my data stored?

I will not store your personal data for longer period than is necessary for its purpose or required by contract or law. The storage times for personal data may vary based on its purpose and the situation,



however primarily I will erase all of your personal data entirely, after I have completed the assignment agreed and signed in the assignment contract.

How is my data stored and kept secure?

Your data is stored on my personal computer and on additional data storage location, such as flash drive and invoicing related data are also stored on my invoicing-service company's invoicing software. I consider and keep your personal data unconditionally confidential and do not disclose that to anyone else. Access to your personal data has been protected with user-specific logins, passwords and user rights.

Is it mandatory to provide personal data? What happens if I don't give it to you?

If you don't provide me some of your personal data or allow processing of it, it is very likely that I cannot serve you and fulfill the purpose of my business. If you don't want me to process your data, I ask you to not provide me any personal data.

Does your website use cookies and what are those?

I do not use cookies on my website. Cookies are small text files that are placed on a web user's computer and are designed to hold a modest amount of data particular to a user and a website. Please note that most browsers accept cookies automatically.

What rights do I have relating my personal data?

Withdraw your consent

If I process personal data based on your consent, you can at anytime withdraw your consent by notifying me by sending email to katarina@onlineassistant.fi.

Access to data

You have the right to have confirmed, if I am processing your personal data and also to know what data I have about you. In addition, you have right to some supplemental information described in the law about the processing activities.

Right to have errors corrected

You have the right to request that I correct any inaccurate or outdated personal data I have about you.

Right to prohibit direct marketing



You have the right to request that your personal data is not processed for direct marketing purposes by sending me email to katarina@onlineassistant.fi.

Right to object processing

If I process your personal data based on public interest or legitimate interest, you have the right to object processing of your data, to the extent that there is no such significant other reason that would override your rights or the processing is not necessary for handling legal claims. Please notice that in this situation I may not be able to serve you anymore.

Right to restrict processing

In certain situations you have the right to require that I restrict processing of your personal data.

Right to data portability

If I process your personal data based on your consent or fulfilling of an assignment contract, you have the right to require transfer of the data you have provided me to another service provider in a commonly used electronic format.

How can I use my rights?

You can execute and use your rights by contacting me, for instance by sending email to katarina@onlineassistant.fi. In such case, I ask you to provide me your name, contact details, phone number, as well as a copy of valid personal ID, such as a driver's license or passport, so I can verify your identity. If you consider that the processing of your personal data is not lawful, you can always also make a notification to a supervisory authority.

Can this privacy policy be updated?

I may make updates to this privacy policy when my operations change or changes in law and regulations may make it necessary to update this privacy policy, as well. The changes become valid once I have published them in the form of an updated privacy policy. Therefore, please visit this page and read this privacy policy from time to time.

Who can I contact in privacy matters?

Contact details:

Data protection officer, onlineassistant
Katarina Kapiainen

e. katarina@onlineassistant.fi