



Customer B2B / B2C Invoicing Register

Privacy Statement

Last updated 17/10//2024

Registrar

SeaFocus / UK Art Oy Ltd

Company code: 2146538-4

Address: Stenbäckinkatu 6, 00250 HELSINKI

Contact Person in Matters Concerning the Register

Ulla Keino, ulla.keino@seafocus.international

Legal Basis for Processing

Contract, Registration

Purpose of Personal / Company Data Processing

The purpose of the register is to enable the delivery of invoices sent to customer.

The information can be used to develop operations of the controller.

The customer has the right to prohibit the publication of information by notifying the data controller's customer service, by e-mail (e-mail address) or to the registry's contact person.

The processing basis is a contractual basis.

The Personal Data Groups in Question

B2B customer company representative information

B2C customer information

Recipients and Recipient Groups

The personnel of the registrar and outsourcing partners where applicable (financial administration, debt collection).

Data Content of the Register

The invoicing register contains the following information:

- The person's first and last name
- The person's job title
- The organisation he/she represents (B2B)
- Email address
- Postal address
- Phone number
- Company ID number
- Online billing address
- Price and payment information



Regular Sources of Information

Information is obtained from registrations made by the customer and notifications made by the customer during the customer relationship. Name and contact information updates can also be obtained from authorities and companies offering update services. Information can also be obtained from subcontractors related to using or producing the service.

The information in the invoicing register is only used by the controller, except when using an external service provider either to produce a value-added service, invoicing or to support a credit decision.

Information is not disclosed outside the controller or for the use of its partners, except in matters related to credit application, collection or invoicing and when required by law. The registrant's personal data will be destroyed at the user's request, unless legislation, open invoices or collection actions prevent the data from being deleted.

Invoicing Data Retention Period

Personal data is stored for 10 years from the end of the customer relationship.

Regular Transfers of Information

The information in the invoicing register is only used by the data controller organization, except when using an external service provider either to produce a value-added service or to support a credit decision.

Information is not disclosed outside the controller or for the use of its partners, except in matters related to credit application, collection or invoicing and when required by law.

The registrant's personal data will be destroyed at the user's request, unless legislation, open invoices or collection actions prevent the data from being deleted.

Data Transfer Outside the EU or EEA

According to the rules, the data in the register is not transferred outside the EU or the EEA. However, it is possible that the processing uses service providers outside the EU/EEA area or that the service providers' clouds are located outside the EU/EEA area, in which case the SCC standard clauses are used as the basis for data transfer, and additional protection measures have been implemented in data transfers, such as internal guidelines (on pseudonymization of personal data and similar) and possibly a TIA analysis if the situation requires one. When an organization that processes, personal data is committed to the EU-US Data Protection Framework (DPF), it is used as the basis for transfer during its validity.

Principles of Registry Protection A: Manual Material

Contact information collected in customer transactions and other manually processed documents containing customer data are stored in locked and fire-proof storage facilities after initial processing. Only designated employees who have signed a non-disclosure agreement have the right to process manually stored customer data.



In the protection and processing of data in the register, the provisions and principles of the Data Protection Act, regulations of the authorities and good data processing practices are followed.

Principles of Register Protection B: Electronic Material

Only designated employees of the organization and companies acting on its behalf have the right to use the billing register and maintain its information. Each defined user has his own personal username and password. Each user has signed a confidentiality agreement.

The system is protected by a firewall that protects external connections to the system.

In the protection and processing of data in the register, the provisions and principles of the Data Protection Act, regulations of the authorities and good data processing practices are followed.

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- pages browsed and page viewing times
- the visitor's browser

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Inspection right, i.e. the right to get access to personal data.

The registered person has the right to check what information about him/her is in the register. The inspection request must be made in writing by contacting the data controller's customer service or the registry's contact person in Finnish or English. The inspection request must be sent from a demonstrably identifiable e-mail address. The registered person has the right to prohibit the processing and disclosure of his data for direct advertising, distance sales and direct marketing as well as market and opinion research by contacting the data controller's customer service point.

The Right to Transfer Data from One System to Another



The registered person has the right to transfer his/her data from one system to another. The transfer request can be addressed to the registry's contact person.

The Right to Demand Correction of Information

In the register in terms of the purpose of the processing incorrect, unnecessary, incomplete or outdated material must be corrected, deleted or supplemented.

The correction request must be made with a written, signed request to the organization's customer service or to the administrator of the register, or from a demonstrably identifiable e-mail address. The request must specify which information is required to be corrected and on what basis. The repair will be carried out without delay.

The person from whom the incorrect information was received or to whom the information was given will be notified of the correction of the error. When a correction request is denied, the person responsible for the registry issues a written certificate stating the reasons why the correction request was denied. The person concerned can refer the refusal to the data protection commissioner.

Right of Limitation

The registered person / Company has the right to request the restriction of data processing, e.g. if the information in the register is incorrect. Requests can be addressed to the registry's contact person.

Right to Object

The registered person / Company has the right to request the information concerning him/her/company and the registered person has the right to request correction or deletion of the information. Requests can be addressed to the registry's contact person. If you act as a contact person for a company or organization, your data cannot be deleted during this time.

The Right to File a Complaint with the Supervisory Authority

If you consider that the processing of personal / company image material concerning you / your company has violated the data protection regulation, you have the right to file a complaint with the supervisory authority.

You can also file a complaint in the Member State where you have a permanent residence or place of employment. The contact information of the National Supervisory Authority is: Office of the Data Protection Commissioner, Visiting address: Lintulahdenkuja 4, 00530 Helsinki Postal address: PO Box 800, 00531 Helsinki. Telephone exchange: 029 566 6700. E-mail address: tietosouja@om.fi, webpages: www.tietosuoja.fi

Other Rights Related to the Processing of Personal / Company Data

The registered person has the right to prohibit the transfer and processing of their data for direct advertising and other marketing purposes, to demand the anonymization of the data where applicable, and the right to be completely forgotten.