



UNIOFY PRIVACY POLICY

1 DATA CONTROLLER

Uniofy Oy ("Uniofy") is the Data Controller regarding the Personal data processing activities and personal data described in this Privacy Policy. This Privacy policy lays down what Personal Data we collect and why, with whom we may share the personal data and information, and how You as a user of our Services can exercise Your rights pertaining to Your Personal Data and its processing.

This Privacy Policy concerns the digital application called Uniofy ("Service") that is provided and operated by Uniofy Oy as well as the website www.uniofy.com ("Website").

In this Privacy Policy "User" refers to a person that is registered as a user in the Service.

This Privacy Policy applies solely to situations and processing of Personal data where Uniofy acts as the data Controller.

Contact details of the Data Controller:

Uniofy Oy (Business ID: 2902894-7)
Torpantie 5
00150 Söderkulla, Finland

2 PURPOSE AND GROUNDS FOR PROCESSING OF PERSONAL DATA

The legal grounds for processing of Personal Data as laid down in the General Data Protection Regulation of the EU is consent of the data subject. The consent is given when the User registers as a User in the Service and creates a user account.

The purpose for processing of Personal data is to enable access to the Service, to control and manage user rights within the Service and to ensure proper functioning of the Service.

Uniofy may collect anonymised information and data of Users' use of the Service and Uniofy may use such information and data for the making of analyses and statistics. Additionally, Uniofy may use said information and data e.g. for service design, Service development, developing its own internal processes and methods as well as in other services offered to other customers. Uniofy can also conduct questionnaires directed to the Users regarding the use and functioning of the Service.



No Personal Data or other data or information is being used for profiling or automated decision making.

Personal Data processed on behalf of Uniofy's customer

For the sake of clarity, it is stated that Uniofy is not the Data Controller for Personal Data collected and processed in the Service (excluding the aforementioned necessary information for the use of the Service).

For other Personal Data than the necessary information mentioned above, Uniofy acts as Data Processor on behalf of its customer(s). When acting as Data Processor Uniofy acts in accordance with an agreement and instructions of the Uniofy's customer that is the Data Controller in such situation. This Privacy Policy shall not apply to situations where Uniofy is the Data Processor on behalf of its customer. In said situations Uniofy has made a written agreement with its customer acting as a Data Controller regarding processing of Personal Data. Uniofy's customers use the Service for their own activities and therefore Users' Personal Data is processed within the scope and purpose defined by Uniofy's customer.

Regarding Personal Data that is outside the scope of this Privacy Policy we encourage You to contact the relevant Data Controller directly. Uniofy shall not be liable for the data protection or data security practices of its customers and said practices may deviate from what is laid down in this Privacy Policy.

3 GROUP OF PERSONAL DATA PROCESSED BY UNIOFY

Uniofy collects and processes two (2) types of Personal data: user information and use information.

User information of the Service

User information are Personal Data that Uniofy collects directly from the Users when registering into the Service or based on a separate consent in connection with the use of the Service.

Uniofy stores the User information that are necessary for the use of the Service. The storing and processing of the necessary User information is necessary in order for Uniofy to fulfill its contractual obligations towards the Users and Uniofy's customer as well as for Uniofy to be able to comply with its legal obligations.

When a User registers into the Service a user account is formed. Uniofy stores and processes the following User information:



- Name
- E-mail address
- Phone number
- Log in and registration information required for the user account such as user ID, password and other possible personal identifier

Use information regarding the Service

Uniofy collects information regarding ways to use the Service as well as the scope and extent of the use of the Service in order to develop the Service and its user experience. Even if Uniofy will not use such information regarding the use of the Service in order to identify any persons the information may be of such nature that a person is identifiable from such information directly or indirectly and especially if connected to User information of the Service. In such situations the use information shall be treated by Uniofy as Personal data in accordance with applicable legislation.

Uniofy uses cookies in the Service for recognising a User's browser in connection with the User's log in to ease the log in for the User.

Use information regarding the Website

Use information of Uniofy's Website consist of cookies saved by the Website. Cookies are small text files, or pieces of computer code that typically contain a unique identifier code. By the use of cookies Uniofy analyses visitor information on its Website in order to develop the Website and its user experience. Collected cookies are analysed by using various web analytics services. Each user of the Website shall have the right and possibility to freely choose what cookies the user wants the Website to store and/or to prohibit the use and storing of cookies.

Use information of the Website are not combined or connected to User information of the Service.

4 REGULAR DISCLOSURES OF INFORMATION AND TRANSFER OF INFORMATION OUTSIDE THE EU/EEA

Personal data and information are not regularly disclosed to any third parties. The Personal Data and information are being stored and processed within the EU and EEA.

5 STORING TIME FOR INFORMATION

User information will be stored for as long as the User has a user account in the Service and for a period of six (6) months thereafter.

6 RIGHTS OF THE USERS AND DATA SUBJECTS



Users are able to update and correct their own information and Personal data within the Service.

Each User shall have the right to check any information regarding the User that is stored and to demand correction of possibly erroneous information or completion of uncomplete information. If a User wants to check the information stored regarding such User or demand rectification of information the User should send such request to the Data Controller in writing to the contact details shown below in Section 8. Said request should be accompanied by adequate identifying information regarding the User making the request. The data controller shall reply to all requests within the time limits set by the general data protection regulation of the EU (typically within one (1) month).

Each user shall also have the right to request that the User's information be removed from the register/Service. Each User shall also have the right to object to the processing of the User's Personal Data, to request Uniofy to limit the processing of the User's Personal data, or to request that the User's data be transferred to another service. If the processing of Personal data is based on the User's consent such consent may be cancelled at any time. The cancellation of the User's consent shall not have any effect on the legality or legitimacy of processing of such User's Personal Data before the cancellation, furthermore, the cancellation of the User's consent shall not affect any processing activities that are based on another legitimate ground. All requests of Users regarding removal of their Personal Data, limiting the processing of their Personal Data, or transferring their Personal data as well as cancellations of the Users' consent shall be made in writing to the Data Controller to the contact details laid down in Section 8. Such notifications should be accompanied with necessary identification information regarding the relevant User. The data controller shall reply to all requests and notices within the time limits set by the general data protection regulation of the EU (typically within one (1) month).

A User shall have the right to file a complaint to the relevant data protection authorities regarding the collection and processing of the User's Personal.

7 PRINCIPLES OF PROTECTING PERSONAL DATA

All Personal data processing shall be conducted with due care and diligence and any Personal Data processed in an information system are protected appropriately. When Personal data is being stored on internet servers, the equipment and hardware will be both physically and digitally protected in an appropriate manner. The data controller sees to it that all stored personal data as well as user rights and other critical information concerning the Personal Data is being handled confidentially and solely by



such employees that have a legitimate need to know for the purposes of their work.

8 CONTACTING THE DATA CONTROLLER

Uniofy takes data protection and processing of Personal data extremely seriously. If you have any questions, if you wish to exercise any of your rights regarding processing of Your Personal Data, or If you wish to file a complaint regarding processing of Your Personal Data, you can contact the Data Protection Officer of Uniofy. Uniofy is committed to responding any inquiries as soon as possible and at the latest within 30 days.

Contact details of the Data Protection Officer:

Uniofy Oy
Torpantie 5, 01150 Söderkulla, Finland
privacy@uniofy.com

If you are not satisfied with our data protection services or processing of your Personal Data, you can also address your questions or concerns to the relevant authorities that are: the Data protection Ombudsman in Finland in matters regarding Personal Data, and the Finnish Transport and Communications Agency (Traficom) in matters concerning cookies.

