

## **Together Strong as Diamond**

### **Privacy policy**

#### Responsible holder of personal data

Levanto Oy processes personal data related to the company's operations. We respect your privacy and your right to control your personal information. We are open with all personal information we collect. In our Privacy Policy, we describe how you can manage your information yourself and how you can contact us.

#### Why do we process your personal information?

Personal data is processed mainly for the following purposes:

- Buying and selling our products
- Enabling good customer service, e.g. ordering cargo or providing additional information
- Development, improvement and supply of our products and services
- Contact by email or mail for information or marketing
- Notification of changes in our operations and condition
- Human resources and financial information

Examples of personal information we collect and process are name, phone number, email address or postal address. We may update or supplement your information from other official registers if this is necessary for good record keeping.

The storage of personal data can take place in the following contexts:

- When taking contact with us (e-mail, telephone, website, social media, trade fair or similar)
- Maintaining a contact register to meet the communication needs of our customers, suppliers and partners. This also applies to potential new partners
- Creating documents in an organized and unorganized format

#### Who do we share your information with?

We do not share personal information unless it is an event related to the purchase or sale of our products and sharing the information is necessary. We do not sell the personal information we collect to third parties.

#### On what grounds do we process personal data?

Our processing of personal data is based on one of the following reasons:

- performance of contract
- legal obligation
- legal advantage
- consent







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Below is a collection of legal grounds for the processing of personal data in the company's operations.

Purpose of processing	Legal basis
Human resource management	Contract and legal obligation
Contact register	Legitimate advantage
Documentary material	Contract, legal obligation and legitimate interest
Publication on the website	Legitimate advantage
Email archiving	Legitimate advantage

#### How long do we keep personal information?

Personal data will not be kept longer than required. If required by the contract or legal requirement then the data can be stored for a longer period of time.

#### Your rights

Once registered, you have a lot of rights that you need to be aware of. You have the right to have your information corrected if it is false, incomplete or misleading, and the right to restrict the processing of your information until it is changed.

In some circumstances, you have the right to have your information deleted, for example:

- If the data is no longer needed for the purpose for which they were collected
- if you withdraw your consent to the processing of the data
- if you object to the processing of data in accordance with official requirements or a legitimate interest and there is no more serious legal reason against your interests

Rectification, removal, restriction of processing or objection of your personal data may be requested by contact.

You have the right to receive an extract of your register. Upon request, we will send you a copy of the personal data we are processing. You can notify the Data Protection Officer if you suspect that Levanto Oy processes personal data in violation of data protection regulations. More information at https://tietosuoja.fi/en/home.

#### **Additional information**

For more information on personal data management, contact us at info@levanto.fi or call +358 9 511 470.