

COFFEE MASTER LEARNING ENVIRONMENT PRIVACY STATEMENT
9 Apr 2020

1. Controller and Contact Information

Meira Oy (y-ID 1789989-2)
Aleksis Kiven katu 15
00510 Helsinki
Tel 0207 44 3500
meira.info@meira.fi

2. Registry name

Meira Oy's Coffee Master Learning Environment User Registry

3. Purpose and criterion for processing personal data

The purpose of processing personal data is to enable the user to use the Coffee Master learning environment with a personal username. It is not possible to use the service without a username. The processing of personal data is based on Meira Oy's legitimate interest, contract or another relevant context. Personal data will be removed from the service if the data subject stops using the service. Personal data is not used for any other purpose.

4. Personal Data Processor

Faros Oy (y-ID 0863068-0)
Takkatie 1, 00370 Helsinki
lms@faroscom.com

5. Data content of the registry and regular sources of information

The registry contains the following personal data entered or entered on behalf of the user. On behalf of the user, user data can be entered by the designated root users of the service.

- Name
- Email Address
- Company
- Office
- Locality

The register has no external regular sources of information.

6. Regular disclosures and transfer of data outside the EU or the EEA

Personal data will not be released on a regular basis and will not be transferred outside the EU or the EEA. Information can be released to authorities for investigations into crimes.

7. Principles of protection and storage time

Only employees who have the right to process customer data on behalf of their work are entitled to use a system containing customer data. Each user has their own username and password for the system. Data is collected in databases that are protected by firewalls, passwords and other technical methods. Databases and their backups are in locked spaces and data can only be accessed by certain pre-designated individuals.

Personal data will be kept for as long as necessary because of the purpose of the use of personal data, considering the retention periods that come in compliance with law such as Consumer Protection, Accounting and Preliminary Personal Data. The data subject is removed from the system when the data subject stops using the learning environment.

8. Right of inspection and right to demand correction and deletion of information

The data subject shall have the right to inspect the data stored in the personal register and the right to demand the correction and deletion of incorrect information. The data subject has the right to require the removal of all his personal data from the register. The relevant requests shall be submitted in writing to the controller mentioned in paragraph 1.

9. Other Personal Data Processing Rights

In accordance with the Data Protection Regulation (including 25 May 2018), the data subject has the right to object or request a restriction on the processing of their data and to lodge a complaint about the processing of personal data with the Data Protection Authority.