

Register and Data Protection Statement, prepared on 12.2.2025

The processing of personal data and data protection at InstWeld Oy (hereinafter referred to as InstWeld) is regulated by the European Union General Data Protection Regulation (2016/679, "GDPR"), the Finnish Data Protection Act (1050/2018) supplementing the Data Protection Regulation, and the Act on Electronic Communications Services (917/2014).

InstWeld's operations are diverse and the company processes personal data on several legal grounds under the Data Protection Regulation and the Data Protection Act: the consent of the data subject, the performance of a contract or the taking of steps prior to a contract, a legal obligation, a task in the public interest, and the legitimate interest of the controller.

"Personal data" refers to information from which an individual user can be identified. InstWeld may also collect non-personal information from which an individual person cannot be identified. InstWeld may also create non-personal data by removing a part of personal data from which an individual can be identified.

The data processed by InstWeld in various contexts may include, for example, a person's identification data (name, personal identification number), contact information (postal address, telephone number, email address), information about the employer and employment relationship, information about work history (profession, industry, business), perceptions of working life and the work community or workplace.

Processing of personal data

InstWeld only collects personal data that is relevant to fulfilling the purposes defined in this privacy policy. InstWeld does not collect personal data on its website (instweld.fi) and does not use cookies.

InstWeld is committed to complying with the EU Data Protection Regulation ((EU) 2016/679), the Finnish Data Protection Act and other laws and other regulations and rules applicable to its operations that govern the processing of personal data, and to processing personal data in accordance with good data management and data processing practices. InstWeld personnel are obliged to keep all personal data strictly confidential.

The data is processed based on InstWeld's legitimate interest, the user's separate explicit consent or the customer relationship. The stored personal data is used to establish and maintain the customer relationship and for other management and administration of the customer relationship.

InstWeld only registers the contact and personal data of customer companies and individuals that are necessary for its operations. Personal data is processed only for the following predefined purposes.

The legal basis for processing personal data under the EU General Data Protection Regulation is

- the person's consent (documented, voluntary, specific, informed and unambiguous)
- a contract to which the data subject is a party

The following information can be stored about InstWeld's customers:

- company name, business ID, person's name, position, contact information
- website address
- billing information
- information about work and education history
- other information related to the customer relationship and ordered services

The following information can be stored as personal data:

- the person's first and last name, personal ID, email address, telephone number, address.

The information stored in the register is obtained from the customer, for example, by email, telephone, through social media services, from contracts, customer meetings and other situations in which the customer provides their information.

Information about contact persons of companies and other organizations can also be collected from public sources such as websites, directory services and other companies.

InstWeld does not use cookies or collect information about visitors to the instweld.fi website. The Instweld.fi website may contain links to various third-party services (e.g. Facebook, Instagram, LinkedIn), which operate within the framework of their own privacy policy and may collect and analyze, among other things, website visitor data.

Disclosure, transfer and deletion of data

InstWeld does not publish users' personal data in the online services. The user of the online services may also make information about themselves public to other users of the online services, such as by leaving comments within the online services or using your name as a username/nickname in the online services. InstWeld is not responsible for the protection of such information that the user decides to make public within the online services.

InstWeld will not disclose your personal data to third parties for marketing, market research, survey or database purposes without your consent. Personal data may be used for email marketing of InstWeld's services.

InstWeld may outsource some of the processing of personal data to a third party, in which case we guarantee through contractual arrangements that the personal data will be processed in accordance with applicable data protection legislation and otherwise appropriately. Such agreements typically concern, for example, accounting, payroll or some of the services provided by InstWeld.

InstWeld may disclose personal data in the context of a potential corporate or business transaction in which InstWeld or its business or part thereof is sold to a recipient of the data.

InstWeld or its business or part thereof is sold to a recipient of the data. If the data is transferred outside the European Union or the European Economic Area, the security and appropriateness of the processing of personal data will be ensured by an agreement that takes into account the European Union Commission's standard contractual clauses in accordance with the General Data Protection Regulation, or by applying other appropriate safeguards.

InstWeld is not responsible for the actions of third parties (including people, companies and services), the content of third party websites, the use of information provided by the user to third parties, or any other products or services that third parties may offer, even if such service is connected to InstWeld's online services, such as social media messaging services.

We retain your personal data only for the time necessary to fulfill the purposes specified in this Privacy Policy. In addition, some data may be stored longer than is necessary to fulfill legal obligations.

Protection of personal data

All personal data is protected in accordance with InstWeld's data security policy from unauthorized access and accidental or unlawful processing of data. The data contained in the register is always treated confidentially and in accordance with the data protection legislation in force at the time.

The data contained in the register in electronic form is stored in the registrar's systems, which are protected from external parties by firewalls, access control and other technical protection measures. Access to personal data in the register is only available to those employees and administrators whose work tasks require it. Use of the systems requires at least entering a personal username and password. Employees employed by the registrar are bound by a confidentiality obligation regarding personal data. The systems are located in a locked room in the EU economic area, to which unauthorized access is prevented.

Manual material to be processed is stored in a locked and guarded location.

User rights

The user has the right to inspect the information about him/her in the InstWeld register. When the user wishes to exercise his/her right to inspect, he/she must send a request to [info\(a\)instweld.fi](mailto:info(a)instweld.fi). The user has the right to request that incorrect personal data concerning him/her be corrected, supplemented or deleted from the register if the information is incorrect, unnecessary, incomplete or outdated in relation to the purpose of processing the personal data. InstWeld also takes the above-mentioned measures on its own initiative. The user also has the right, under certain conditions, to request restriction of processing, to object to the processing of personal data or to request the transfer of his/her personal data to another system.

You have the right to refuse to receive InstWeld's promotional emails by following the instructions in such messages to be removed from the mailing list. If you decide not to receive promotional emails, InstWeld may still send you non-promotional customer messages, such as emails regarding InstWeld's business.

Changes to the Privacy Policy

InstWeld has the right to change this Privacy Policy. Changes may be necessary, for example, to improve and develop our services or due to changes in legislation.

Controller

InstWeld Oy (FI34869783), Wredenkatu 2, 78250 VARKAUS, [info \(a\) instweld](mailto:info(a)instweld.fi).

Contact person for matters concerning the register

Sampsa Holopainen

[sampsa.holopainen \(a\) instweld](mailto:sampsa.holopainen(a)instweld.fi).

+358 45 847 4177

Contact person for matters concerning data protection

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[sampsa.holopainen \(a\) instweld](mailto:sampsa.holopainen(a)instweld.fi).

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