

Learning Scoop Global Network

Customer Register Description

Register description pursuant to Section 10 of the Personal Data Act (523/1999).

1. Register Holder

Learning Scoop

Kangasalantie 53 D 2

FI-36200 Kangasala

FINLAND

Tel. +358 40 703 7337

email: info@learningscoop.fi

www.learningscoop.fi

Business ID: 2626104-9

2. Matters Relating to the Register

Our customer service will answer questions and feedback relating to the register as quickly as possible.

3. Name of Register

Learning Scoop Global Network: The register of customer, marketing and newsletter situations

4. Purpose of the register

Mailings of Learning Scoop customer newsletters

5. The Data Content of the Register

The register can contain the following information about customers:

- Name
- E-mail address
- Organisation and position
- Organisation address details
- Organisation details

6. The Regular Data Sources of the Register

The register is collected from the register holder's customer information system, publicly available Internet sources and any other possible public sources. Data also collected via the newsletter order and "contact us" forms on the www.learningscoop.fi internet page. As a rule, the sources of addresses are specified if they are other than those listed above.

7. Regular Submission of Information

The register holder will not pass the personal information of customers on to outside parties unless required to do so by the Finnish authorities.

8. Removal of Data

Information can be deleted from the register upon a person's request or in the event of the ending of the customer relationship.

9. The Principles of Register Protection

Personal information will be kept confidential. The data network and hardware of the register holder and its possible IT partners, in which the register is located, are protected by firewalls and other technical measures.

10. Right of Inspection

The data subject has the right to inspect the register with respect to the stored data concerning him or her. Should the customer wish to inspect, revise or remove data from the register, the inspection request must be made by sending an email to the contact person.