

PRIVACY AND COOKIE POLICY

We at Astia-studio care about your privacy and personal data. This policy describes how we collect and handle your personal information along with cookie policy on our website.

1. Controller

Astia-studio, Astia-sound T:mi (later referred as "Astia-studio" or "us")
Kaakkoiskaari 9
53500 Lappeenranta
Company ID: 1199417-8
anssi.kippo@astiastudio.fi

2. Contact person

Anssi Kippo
Email: anssi.kippo@astiastudio.fi
Phone: +358 40 505 1595

3. Register name

Astia-studio client register.

4. Purpose of use

The client register is used to maintain client relations and contact along with invoicing. Personal information is not used for profiling or other automatic decision making.

5. Data content

Register includes client name, email, phone number, billing address along with contract and order information.

6. How we collect data?

We collect the information directly from the people during phone calls, emails, social media messages and from meetings.

7. Regular info assignment and transfer outside EU or ETA

Register information will not be given outside of Astia-studio, EU or ETA.

8. Security

All information is stored to our system and secured and placed so that unauthorized parties have no access. Manual info is stored in a locked facility. Only Astia-studio register holder has access.

9. Right to access

You the right to know what personal data we have stored about you by sending us a written requested once a year without any expenses. We will deliver the info within a month from the request.

10. Right to correct

You have the right to correct incorrect, incomplete or outdated data by contacting the register holder.

11. Other rights

Registered person has the right to deny our register holder to handle their information for direct marketing communications and surveys. It is possible to request us to remove your information from our register after the required keeping time by the law has expired.

Our web page can include links to third party websites. Linked pages are not administered by Astia-studio and we do not have any control over their content. A person following the links is responsible to learn the privacy and cookie policy of those pages, how they collect data and other terms of service.

12. Information on cookies

Our services may use "cookies", a small text file stored on a user's device for record-keeping purposes. We use cookies to track and target interests, to increase website functionality and to develop our business. We store user data for 26 months.

Person must approve cookies for each page. If they do not approve the information gathering, they should not use such pages. Most browsers allow disabling cookies. Learn how to edit your cookie settings on most popular browsers: [Internet Explorer](#), [Mozilla Firefox](#), [Safari](#) ja [Google Chrome](#). Please note that cookies may be enabled for some services to work right.

We use Google Analytics to create reports about the usage of our web page to improve our services. Learn more about Google Analytics [here](#). You can refuse to give any data to Google Analytics by downloading an [addon to your browser](#).

13. Changes to privacy and cookie policies

Astia-studio reserves a right to modify the privacy and cookie policies from time to time. Current policy is updated 24.5.2018.