

PRIVACY STATEMENT

Controller

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Contact person in matters concerning data protection

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In this privacy statement, Lieke describes its methods of processing personal data and informs you of your rights in the processing of your personal data.

Lieke complies with applicable data protection legislation in all its processing, which includes e.g. the General Data Protection Regulation (2016/679).

This privacy statement covers the following topics:

[What information is being collected on our website and why?](#)

[What personal data is being collected for our assignments and why?](#)

[Your rights](#)

WHAT INFORMATION IS BEING COLLECTED ON OUR WEBSITE AND WHY?

We use our websites to share information, send newsletters, organize events and receive job applications. In order to achieve this, we need information and data from you.

Function	Why?	Grounds?	What?
Events and marketing	<p>On our website, we provide information of events organized at our office which we will invite you to participate in.</p> <p>We also collect personal data through customer relations, assignments and other forms of contacting, such as e-mails for event invitations and marketing.</p>	<p>You are welcome to participate in our events after registering to the event on the platform we use. We will process your personal data to organize the event and for other marketing purposes. We also send event invitations via e-mail based on the personal data stored on our customer relations management system. The processing of your personal data is based on our legitimate interest to carry out our event and to target marketing material.</p> <p>However, you have the right, at any time, to prohibit marketing by informing us by e-mail to privacy@lieke.com or replying to our marketing e-mails and prohibiting marketing.</p>	<p>To organize the event, we collect your name, title, e-mail address, phone number, the company you work for, if needed, your possible special diet, and other possible information provided by you.</p> <p>Depending on the type of the event, we may ask questions of other matters, such as objects of interest in light of planning future events.</p>
Cookies	<p>We want to improve your user experience and improve our understanding of what kind of information you are looking for.</p>	<p>In order to provide interesting content we must keep track of e.g. how often our website is visited, from where our website is visited, how well our website functions and what information, such as blog posts or services, is being searched from our website.</p> <p>You may refrain from cookies by prohibiting our use of cookies.</p> <p>When visiting our career sites and sending us your job application you may refrain from Teamtailor's</p>	<p>Cookiebot: Collects information on accepted cookies.</p> <p>Teamtailor: _tt_session: This cookie is used to keep the context of a user (e.g. to keep you logged in to the Career Site).</p> <p>cid: This cookie is used to identify candidates in our chat so that you can continue the conversation after leaving the Career Site page.</p>

		<p>cookies by prohibiting use of cookies at https://makitalo.teamtailor.com/data-privacy</p> <p>Hallitse evästeasetuksia (Manage cookie settings).</p>	<p>referrer: This cookie is used by Teamtailor to identify the web link used to direct users to our Career Site.</p> <p>_ttCookiePermissions: This cookie is used by Teamtailor in order to hide the cookie consent bar once you have accepted the use of cookies.</p> <p>ti: This cookie is used by Teamtailor to know which pages you are browsing, in order to understand how the Career Site is used to be able to improve it.</p>
The location of personal data	Personal data is not transferred outside of EU or EEA.		

You can find information on how we process job applications at “Privacy policy for recruitment using Teamtailor” <https://makitalo.teamtailor.com/privacy-policy>.

WHAT PERSONAL DATA IS BEING COLLECTED FOR OUR ASSIGNMENTS AND WHY?

Why?	Grounds?	What?
<p>We collect or receive our customers personal data which are necessary</p> <ul style="list-style-type: none"> - to open and manage an assignment - to identify customers and to fulfill and comply with our statutory duties regarding anti money laundering provisions - to perform a conflict of interest review 	<p>The ground for processing personal data is our legitimate interest to provide services to our customers, and our obligation to fulfil the requirements set forth in binding provisions</p>	<p>We need a lot of information to carry out assignments. These include, among others, the name, address, phone number, date of birth, nationality, ID, company number and possibly other types of data of the customer that may be necessary in order to produce our services.</p> <p>In addition, in order to fulfill and to comply with our statutory duties regarding the anti money laundering provisions, we need to obtain information e.g. on the customers' representative, beneficial owners, the nature and extent of the customers' business as well as information whether there are politically exposed persons involved.</p> <p>To fulfill and comply with the statutory duties the personal data given can be supplemented and confirmed by information retrieved from other sources, such as registers held by authorities and publicly available search engines.</p> <p>Other types of data are assignment-specific. We may for example have to use sensitive information, such as criminal records or specific information of your bank account whilst representing you.</p> <p>If other persons, such as employees', personal data is</p>

		<p>being processed during the assignment, there shall be a reason for processing. You shall make sure that you will not provide us with personal data that is unnecessary for the carrying out of the assignment. It may for example be necessary to process a listing of the employees' salaries, but it is to be noted that in this case data concerning the employees' union membership may be unnecessary.</p>
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Additional information on the processing of personal data in assignments

<p>Duration of processing of personal data</p>	<p>We process personal data for the duration of the assignment, and after the termination of the assignment for as long as binding legislation provides it, however at least for 10 years the termination of the assignment.</p> <p>In addition to legislation, we are bound by the standards set forth in the Finnish Bar Association's Code of Conduct.</p>
<p>Processing and protection of personal data</p>	<p>We process personal data only for the purpose for which the data has been collected and only for as long as a ground for processing exists.</p> <p>We carry out appropriate technical and organizational measures in order to protect the personal data.</p>
<p>Disclosure and transfer of personal data</p>	<p>We will not disclose personal data to third parties unless otherwise required by binding legislation, or unless required for the carrying out of our customer's assignment.</p> <p>We may, however, use the services of an external service provider in the processing of personal data. In case we outsource our processing as mentioned before, the processing of personal data is based on an agreement between our firm and the external service provider and directions for processing provided by us. We require that the external service providers take appropriate technical and organizational measures in order to protect personal data.</p>
<p>Location of the personal data</p>	<p>The personal data is located in the EU and EEA-countries.</p>

YOUR RIGHTS

We are obliged to care for the accuracy and timeliness of your information. To ensure the accomplishment of the aforementioned, you can contact us by sending e-mail to privacy@lieke.com

In case of enquiries and other questions related to data protection you can contact us by sending e-mail to privacy@lieke.com

Right	Content
Right of access	<p>You have the right to obtain confirmation as to whether or not personal data concerning you is being processed. If personal data concerning you is being processed, you have the right to access the personal data.</p> <p>If personal data is being processed e.g. in connection to an assignment, we may, however, be restricted from disclosing your personal data due to an obligation of secrecy.</p> <p>Generally, no charge applies to the performance of tasks related to information requests. In the event that such requests are clearly unfounded or excessive, we may charge a reasonable fee taking into account the administrative costs of providing the information or performing the requested task. We may also refuse to act on clearly unfounded or excessive request.</p>
Right to rectification	You have the right to obtain the rectification of inaccurate personal data concerning you.
Right to erasure	You have the right to obtain erasure of personal data concerning you in particular situations.
Right to restriction of processing	In particular situations, you have the right to restrict processing of personal data concerning you.
Right to object	You have the right to object processing when we process personal data concerning you based on our legitimate interest.
Right to withdraw consent	When processing is based on you consent, you have the right to withdraw that consent.
Right to transfer	You have the right to request the transfer of your personal data to another processor if it is technically possible.
Right to lodge a complaint to the Data Protection Ombudsman	If you find that we do not meet our legislative obligations or fail to enforce your rights, you have the right to bring your matter to be investigated by the Data Protection Ombudsman. Additional information can be found at the Office of the Data Protection Ombudsman at https://tietosuoja.fi/en/home .