

Privacy policy

Suomen Tilaajavastuu Oy's SignSpace user register and signing event register

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1. Controller of data files

Suomen Tilaajavastuu Oy (Business ID 2327327-1)
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2. Controller's contact person

Deputy to the managing director Mr. Mika Huhtamäki
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3. Name of register

SignSpace user register and signing event register

4. Purposes of processing

Personal data is processed for the following purposes:

- providing SignSpace service
- maintenance, support and further development of the service
- witnessing validity of the electronic signatures made within the service
- customer service and management of customer relationship
- service invoicing
- risk management and ensuring data security of the service
- prevention and investigation of misuse of the service
- marketing of controller's and its business partner's other services that are targeted mainly to businesses

5. Data content

Data file contains the following data provided by the registered user by him/herself during the registration:

- name
- person ID
- user name
- email, phone number and other contact information provided by the user
- profile picture

During the use of the service following data may be collected:

- time and manner how the user was identified in the service
- user's full name provided at the time of identification
- information of the acceptance of terms of use

- organisation account(s) for which the user is linked to
- start date and end date of rights to use any organisation account
- log data on the activities user has taken in the service

In connection with a signing event the following data may be collected:

- time and manner how the user was identified in connection with the signing event
- any data on user's authority to sign on behalf of the organisation account
- time of signature
- device used for signing, IP address, other data collected to signing log files
- electronic seal that can be used to verify that the signed document has not been tampered after the signing

6. Regular data sources

Registered users are identified in the service using controller's and its business partners' electronic identification methods such as TUPAS identification or mobile certificates.

Personal data is gathered mainly from the registered person or from the organisation on behalf of which the user uses the service.

7. Regular disclosure of personal data

In general, ST will not regularly disclose user register data to any third parties.

During use of the service user's name, email, profile picture and represented organisation account will be disclosed to other users that are participating discussions in the same group (space or thread).

Personal data concerning a signing event and written on the electronically signed document may be disclosed in electronic format to all users and organisations that were granted access to the same group (space or thread).

Controller may disclose to a third party information from the signing event register if a presented signed document is unmodified.

Controller may disclose evidence on the validity of a signature on request of a party who is relying on validity of the signature or on request of a competent authority.

8. Duration of processing activities

Controller will retain personal data stored in the user register and signing event register as long as such data is needed for the purposes of providing SignSpace service to its customers. However, data stored in a signing event register will not be stored for a longer period than 10 years from the end of the calendar year during which the document was signed.

9. Transfer of data outside the EU or EEA

Controller will not transfer personal data outside the EU or EEA, except to the extent such transfer is allowed under the applicable data protection laws.

10. Principles how personal data files are secured

User register and signing event register are maintained only in electronic format.

Access to user register and signing event register as well as any log files is granted to named natural persons who are working on behalf of Controller and who need to have access to personal data in order to complete their work tasks.

Controller will use in the provision of the service data center(s) that are located within the European Economic Area and that provide data security level that is appropriate for the service. During the piloting phase data center services are provided using ISO27001 certified services platform that is replicated in two physical data centers.

11. Rights of data subjects

As a data subject you have the right to review what personal information Controller stores about you. In order to review your information, please sign and send a written request addressed to Suomen Tilaajavastuu Oy at the above provided mail address.

12. Right to have information rectified

You have right to demand that Controller rectifies any incorrect information concerning you. You have to make and sign such request in writing and send it addressed to Suomen Tilaajavastuu Oy at the above provided mail address.

You can also update your profile information by yourself in the service.

Controller will rectify on its own initiative and without undue delay any incorrect, unnecessary, defective or outdated information that Controller becomes aware of.

13. Other rights

You have the right to prohibit the use of your information for Controller's and its business partner's direct marketing of their business services by notifying Controller in writing of your request.

14. Updates and amendments

Controller may update or amend this privacy policy periodically without a separate notice, and changes that have occurred are later reported with a "latest update" notice. Refer to this page to keep up-to-date with any changes.