Privacy Policy

Preservation of the privacy of our customers, employees and guests is very important to us. Therefore, we have prepared the Privacy Policy in which we provide information on how we collect, use, disclose, transmit and store personal data. We process personal data adhering to the laws in force in Estonia, including the General Data Protection Regulation (GDPR) of the European Union.

Personal data are the data through which an individual can be identified.

1. Purpose of processing of personal data

Gettone Group OÜ processes personal data to achieve the goals of the organisation and offer the best service.

We have limited the personal data that we collect from our customers to the minimum extent necessary. We collect the following personal data:

- contact details (first name and surname, company, postal address, telephone number, e-mail address),
- purchase history, purchase preferences, other information that has become known in the course of customer communication.

Processing of the data is necessary in order for us to provide our customers with the ordered services.

The data are processed on the basis of a personal consent granted at least by e-mail or on the basis of a contract or law.

2. Use and processing of the collected personal data

We use the collected personal data:

- for sending the customer information on services (and/or products);
- for the measurement of customer satisfaction;
- statistics on visits to the website with the help of Google Analytics;
- we store the collected personal data only for as long as necessary for the achievement of the goal.

We destroy the collected data immediately either at the customer's request or upon the achievement of the goal.

3. Alteration and erasure of the collected personal data

- A data subject can always alter their personal data. A notice must be submitted to us at least by e-mail.
- A data subject can always exercise their right to be forgotten and send us a notice, at least by e-mail, with the request to erase their personal data.

4. Sharing the collected personal data

We share the collected personal data at the request of authorities or in the cases where it is necessary for the provision of a service ordered by a customer.

5. Protection of personal data

- We apply all precautionary measures for the protection of personal data. Access to the processing of data has only been granted to the persons who have been authorised to this end.
- Please inform us immediately (by sending an e-mail to the address <u>info@gettone.ee</u>) if it seems to you that our employee has acted contrary to the effective Privacy Policy.

6. Terms and conditions of and amendments to the Privacy Policy

- We have the right to amend the principles of our Privacy Policy, if necessary. We notify all our regular customers thereof and also disclose information about the amendments on the website of our company.
- The controller of personal data is Gettone Group OÜ. In the case of all questions and proposals, please contact us by sending an e-mail to the address <u>info@gettone.ee</u>.
- In the case of any problems, it is possible to contact the Data Protection Inspectorate or a court.