

PRIVACY POLICY

Data controller

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Contact person

Miska Ylönen, Office Assistant, miska.ylonen[at]pesark.com

This privacy policy describes what kind of personal data PES-Architects may collect about you when you order or plan to order services from us, contact us by e-mail or other means, or when you work as a consultant or service or goods provider for us. A separate privacy policy applies to our employees. By using our services or contacting us, you approve the processing of your data in accordance with this privacy policy.

Purpose of processing your personal data and basis for processing

We use your personal data for the following purposes:

To contact and communicate with you during the course of a project or potential project.

To inform you of news, events or activities.

To purchase goods, materials and services from you.

To process job and internship applications.

To maintain our own records and accounts.

The processing is based on a contractual relationship and/or your consent, and our legitimate interest, such as running our business and marketing our services.

The personal data we process may include your name, contact details, organisation and job title.

In the case of consultants or service providers, the data may also include other personal details and financial data for payments.

If you apply for a job or internship, we will process your CV or other personal data relevant to the application. We will treat your application and personal data in the strictest confidence and will not disclose them to third parties.

We have obtained your personal data from you, your organisation, or from publicly available data.

Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared to the extent necessary only with the persons directly involved in providing you with our services, purchasing your goods or services, or processing your job application, for example.

When producing the service, we may disclose your data to our partners (e.g. accounting company or service providers), who are under an obligation to process data only for activities conducted on behalf of us.

Personal data may be transferred outside the EU or EEA in accordance with data protection legislation on a project by project basis, when the client or a supplier is based outside the EU/EEA.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. Clients' and suppliers' data is stored for as long as the contractual relationship is valid. After the end of the client or supplier relationship, any data that is needed will be stored for a maximum of 10 years.

Data concerning our potential customers and cooperation partners is stored for cooperation and marketing purposes for as long as the person is employed in the position to which the service being marketed is related, provided that the person has not prohibited direct marketing.

We may store a person's data for a longer period of time if the applicable legislation or our contractual obligations require a longer storage period.

If you send us a job or internship application and we cannot offer you a position at the time, we may keep your application for future reference in case of openings for no longer than reasonably necessary (a maximum of two years).

Your rights as the data subject

You have a right to view, amend or request the removal of your personal data at any time and, where possible, to transmit that data directly to another data controller. We may deny the request on grounds set out in applicable law.

Contact

To exercise your rights or to make queries or complaints regarding the processing of your personal data, please contact Miska Ylönen, Office Assistant, [miska.ylonen\[at\]pesark.com](mailto:miska.ylonen[at]pesark.com).

We may need to verify your identity prior to processing your request or complaint.

Website use and cookies

Our website does not currently use technologies or tools to track and analyse website using identifiers such as IP addresses and cookies. If we employ these tools in the future, no personally identifiable data will be collected. This privacy notice will be updated accordingly.

Our website may contain links and connections to third-party websites and social media applications. These services and applications are subject to the third party's privacy, usage and other terms and conditions.

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