

# Register description – Scandix käännökset Oy

Register description in accordance with the Personal Data Act (Henkilötietolaki, 523/1999, Section 10)

- 1. Controller**  
Scandix käännökset Oy
- 2. Register administrator**  
Torsten Colérus  
+358 (0)50 448 8443  
[torsten.colerus@scandix.fi](mailto:torsten.colerus@scandix.fi)
- 3. Name of register**  
Scandix's contact information register
- 4. Intended use of the register**  
The intended use of the register information is to facilitate communications with parties who have contacted Scandix through the online contact request form.
- 5. Data content of the register**  
The register contains at least the first and last name and e-mail address of those individuals who have entered such information in Scandix's contact request form. The register also contains any additional information that the individual has freely included in the form.
- 6. Regular sources of information**  
The register information is acquired when an individual submits a contact request form through the scandix.fi website.
- 7. Disclosure of data and consolidation with other registers**  
No personal data from the register is disclosed or published without the explicit consent of the individual in question.
- 8. Transfer of information to parties outside of the EU or EEA**  
No register information is disclosed to any third parties. The controller uses external domestic service providers in its operations, whereby the information given by users is stored in the service providers' servers located in Finland.
- 9. Storage and protection of register information**  
The register is stored in a secured server, not in any physically accessible format. The administrators of the scandix.fi website have sole access rights to the register.
- 10. Data correction**  
Individuals who have made contact using the contact request form can request, at any time, that the controller remove their personal information from the register or correct any inaccurate information.
- 11. Right of access**  
In accordance with Section 26 of the Personal Data Act, an individual has the right to review their own personal data, which is stored in the register. The controller should be contacted for such a request.

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