

# Data Protection Declaration for writeit.to Website

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## 1. Controller

Ruth Vilmi Online Education Ltd, Business ID: 1103434-5  
(Auxiliary trade name: Writelt)  
Lamminpääntie 2 J 21, 02880 Veikkola, Finland

## 2. Contact person and contact information regarding the register

Ruth Vilmi, ruth.vilmi@writeit.to, tel. +358 50 3684696

## 3. Name of the register

Customer register of writelt.to

## 4. Purpose and grounds for processing personal data

Writelt.to provides language checking services for both private customers and organisations. To carry out these services, we process personal data from customers to:

- register new customers with their contact and billing information
- receive documents for language checking together with document type, length, output style and schedule information
- inform customers by email when the checked document is ready for downloading
- provide the checked documents online
- carry out billing
- communicate with customers by email regarding their account or writeit.to services in general. Customers have the option to opt-out from general marketing.
- gather statistics and reports for internal development.

The grounds for the processing of personal data are based on the agreement between the customer and controller.

## 5. Data content of the register and registered groups

The register contains the following personal information about private customers:

- Contact information (postal address, email address, telephone number)
- Account information (username, password)
- Invoicing information

- Information related to language checking jobs (status, schedule, pricing, style, length and type, etc.)

For corporate and public sector customers we also collect the following:

- Name of company/organisation
- Unit code for Aalto University customers

## 6. Regular sources of information

Personal data is obtained from a registered person when they self-register on the writeit.to website. Customers can also contact the controller to update their personal data.

## 7. Regular disclosure of information and transfer of data outside the EU or the EEA

Personal data is not regularly disclosed and will not be transmitted outside the EU or the EEA.

The controller uses a third party hosting service from an external service provider (Siteground Inc.), which hosts the website and database of our customer register.

## 8. Principles of protection and storage time

All customer data is stored in highly secure data centres with highly available network, redundant electrical systems and high-end physical security. Access to the information is password-protected and limited only to specified persons required by their duties.

The data in the register will be kept for as long as necessary for the purposes of carrying out the services between the customer and controller.

- Status and document files for language checking jobs will be stored for a period of four years after the job has been accepted and paid for by the customer
- Customer account, contact, and billing information will be stored for four years after the last language checking job has been completed.

## 9. Rights of the data subject

The data subject has the right to inspect the stored personal data regarding him/herself and to claim correction and/or deletion of incorrect information. Such requests for this matter must be submitted in writing to the contact person mentioned in point 2.

In accordance with the Privacy Policy (25.5.2018), the data subject has the right to object to or request restriction of its processing and to file a complaint against the processing of personal data by the Supervisory Authority.