### **Effective Date**

[Insert Date]

## Introduction

A2Z-Solutions Oy ("we", "our", "us") respects your privacy and is committed to protecting your personal data. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website https://azsolutions.fi, or otherwise engage with our services.

Please read this Privacy Policy carefully. If you have any questions, contact us at:

A2Z-Solutions Oy Pohjavedenkatu 4 B 36, 00980 Helsinki, Finland Email: info@azsolutions.fi

## 1. Information We Collect

- a) Personal Information
- Full name
- Email address
- Phone number
- Company name
- Billing or shipping address (if applicable)
- Any personal information you voluntarily provide via contact forms or email communication
- b) Technical Information
- IP address
- Browser type and version

- Device type and operating system
- Referring URL and pages visited
- Time and date of visits

#### c) Cookies and Tracking Technologies

We use cookies and similar technologies to enhance your browsing experience, analyze website traffic, and improve our services. You can manage cookie preferences through your browser settings.

#### 2. How We Use Your Information

- To provide, operate, and maintain our services.
- To communicate with you, including responding to inquiries and providing customer support.
- To process transactions and send invoices (where applicable).
- To send marketing communications (only if you have consented).
- To improve our website, services, and user experience.
- To comply with legal and regulatory obligations.

## 3. Legal Basis for Processing

Under the General Data Protection Regulation (GDPR), the legal bases for processing your data are:

- Consent: For email marketing and cookies.
- Contractual necessity: To fulfill any contract with you.
- Legal obligation: Compliance with legal requirements.
- Legitimate interest: To improve and secure our services, unless overridden by your data protection rights.

#### 4. Disclosure of Information

We do not sell, rent, or trade your personal information. However, we may share it with:

- Service Providers: Third-party companies (such as hosting services, analytics tools, or payment processors)

assisting in service delivery.

- Legal Authorities: When required by law, regulation, or legal process.
- Business Transfers: In connection with a business merger, sale, or restructuring.

All third parties are required to comply with GDPR and protect your information.

#### 5. Data Retention

We will retain your personal data only as long as necessary to fulfill the purposes described in this policy, or as required by law. Once no longer needed, your information will be securely deleted or anonymized.

### 6. Your Data Protection Rights (GDPR)

You have the following rights regarding your personal data:

- Access: Request access to the data we hold about you.
- Rectification: Request correction of inaccurate or incomplete data.
- Erasure: Request deletion of your data ("Right to be Forgotten").
- Restriction: Request restriction of processing under certain conditions.
- Objection: Object to processing based on legitimate interests.
- Data Portability: Request transfer of your data to another provider.
- Withdraw Consent: Withdraw consent at any time (for marketing or cookies).

To exercise any of these rights, contact us at info@azsolutions.fi. You also have the right to lodge a complaint with the Office of the Data Protection Ombudsman in Finland.

#### 7. Cookies Policy

Our website uses cookies to provide essential functions, enhance user experience, and analyze usage.

Types of cookies we use:

- Essential Cookies: Necessary for website functionality.
- Performance Cookies: Collect anonymous data for analytics.
- Marketing Cookies: Used for targeted advertising (only if applicable).

Upon visiting our website, you will be prompted to accept or manage your cookie preferences.

### 8. Third-Party Links

Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of those external sites.

#### 9. Data Security

We implement appropriate technical and organizational measures to safeguard your personal data against unauthorized access, alteration, disclosure, or destruction. However, no internet-based service is entirely secure.

## 10. Changes to This Privacy Policy

We may update this Privacy Policy to reflect changes in laws, technology, or our practices. The revised version will be posted on our website with an updated effective date. We recommend reviewing this page periodically.

## **Contact Us**

For any questions, concerns, or to exercise your rights, please contact:

Pohjavedenkatu 4 B 36, 00980 Helsinki, Finland

Email: info@azsolutions.fi