



## **VTA Tehnika AS**

Registered address: Tala 6, 11415. Tallinn, Estonia

Company code: 10159138

Last update: 2019-10-05

# **Supplier's Privacy Notice**

## **1. Introduction**

The purpose of this privacy notice (the "Notice") is to provide you all the details concerning the processing of your data ("Personal Data") by VTA Tehnika AS ("VTA Tehnika"), in compliance with the General Data Protection Regulation ("GDPR").

As per the terms of Article 4 of the GDPR, VTA Tehnika is to be considered the data controller and you, the supplier's agent or representative, the data subject.

## **2. What Personal Data do we collect from you?**

We collect, and therefore process, your following Personal Data:

1. First and last name.
2. E-mail and telephone number.

## **3. Why do we process your Personal Data?**

VTA Tehnika processes your Personal Data for the following reasons:

1. To be able to engage into and keep a business relationship with the supplier you represent.
2. To be able to comply with legal and regulatory requirements.
3. To respond to and defend VTA Tehnika against legal claims.

VTA Tehnika's legal basis for processing your Personal Data is a legitimate interest to be able to conduct its legitimate business.

## **4. Who has access to your Personal Data?**

Your Personal Data is processed internally by VTA Tehnika employees who need access to it to ensure VTA Tehnika and the supplier you represent maintain a business relationship.

We would only disclose your Personal Data if that was required by law, for example to government bodies and law enforcement agencies.

VTA Tehnika will not share, sell, swap or rent your data to third parties for marketing purposes.

## **5. How do we protect your data?**

VTA Tehnika keeps both physical and digital documents in secure operating environments, ensuring that only authorised people can access those.

## **6. For how long do we store your data?**

VTA Tehnika holds your Personal Data as long as we have a relationship with the supplier you represent or work for. Once the service is completed, your Personal Data will be kept exclusively as it is necessary to adhere to legal and statutory obligations.

## **7. What are your rights?**

As a data subject you have the right to:

- access and obtain a copy of your data on request;
- require VTA Tehnika to change incorrect or incomplete data;
- require VTA Tehnika to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where VTA Tehnika is relying on its legitimate interests as the legal ground for processing; and
- receive the Personal Data you have provided us in a structured, commonly used and machine-readable format.

If you would like to exercise any of these rights or you have any questions on how VTA Tehnika is processing your Personal Data, please contact [info@vtatehnika.com](mailto:info@vtatehnika.com)

If you believe that VTA Tehnika has not complied with your data protection rights, you can complain to the Estonian Data Protection Inspectorate, which can be contacted at:

Tatari Street, 39

10134 Tallinn

Estonia

<http://www.aki.ee>

[info@aki.ee](mailto:info@aki.ee)