

## Web service terms and conditions of use

### Terms and conditions of use of the Adven Group's website

By accessing this website, you commit to complying with these terms and conditions of use. If you do not accept these terms and conditions of use, please do not use this website. These terms and conditions of use apply to the websites of the Adven Group and the companies belonging to it (hereinafter "Adven"). Adven's website can also contain special service-specific terms and conditions, in which case these terms and conditions apply on a secondary basis.

#### Use of the website

The primary website service provider is Adven. Address: Äyritie 18, FI-01500 Vantaa, Finland Tel. +358 (0)10 344 5000

Adven grants the right to view and download materials contained on this website only for personal and non-commercial purposes, provided that the user retains all of the copyright information and other ownership information of the original material in all of the copies that he or she takes of the materials. The material contained on this website may not be edited in any way, or be copied or publicly shown, presented or shared or otherwise used for a public or commercial purpose without Adven's prior written consent. It is prohibited to use the material contained on this website for any purpose on other websites or in a computer environment connected to a network.

The rights, including copyright, to the material contained on this website belong to the Adven Group. The Adven name and logo are protected symbols and trademarks of the Adven Group. Adven's logo may not be used without Adven's consent.

Press releases, agreement terms and conditions and other documents intended for public release may be used for public communication purposes, provided that the source is mentioned whenever such information is used.

Adven has the right, at any given time and for any reason, without prior notice, to change the website's terms and conditions of use, design, content, availability and the services provided through the website or other website properties or to discontinue the service. Adven has the right to interrupt the provision of the service for the duration of maintenance and updating operations.

#### Responsibilities

Adven is not liable for any direct or indirect loss or damage arising from the use of or the inability to use this website or these electronic services or any loss or damage related to these. Adven does not guarantee that the website will operate without interruptions or flawlessly. The electronic information published on Adven's website is provided for information purposes only and is not binding, unless separately and expressly agreed otherwise.

Adven is not responsible for material produced or published by a third party to which this website possibly provides a link.

The user is responsible for the accuracy and arrival of the data provided through the website. The user represents and warrants that he or she does not send any illegal or inappropriate material to this website. The user shall use all reasonable means to ensure that the material sent does not contain viruses or is not otherwise harmful.

The confidentiality of email messages sent in an open data network cannot be guaranteed.

#### PERSONAL DATA

Adven handles personal data in compliance with the Finnish Personal Data Act and applicable special legislation and ensures privacy in handling personal data. The data collected through services that require registration are part of the Company's customer file, and they will only be used for the purposes specified in the file descriptions of these files. The file description is available on Adven's website.

Adven can collect, handle and analyse data concerning the use of the website, traffic, events and other statistical data related to the website. Adven can also source such data from reliable third parties.

#### APPLICABLE LAW

These terms and conditions and any disputes arising from Adven's website or its content are governed by the Finnish law. Any disputes shall be settled in Helsinki District Court.

## Use of cookies

In this context, “cookie” refers to cookies or similar techniques included in the EU directive relative to the privacy of electronic communications.

All of Adven Oy’s web services use cookies.

### What is a cookie?

Cookies are small text files that the browser may save on the user’s device for data storage. With the help of cookies, we can develop our website and ensure that it meets the needs of the website users even better. Cookies help our website to remember information that describes the user’s use of the website, such as the contents that he or she has read, and to provide additional information related to them.

Cookies help save into the analytics, among other things, the user’s IP address, the time of visit, the visited pages, the browser type used (e.g. Internet Explorer, Firefox), the web address from which the user accessed the website and the server from which the user accessed the website.

The use of cookies requires the user’s consent, so you have the option to allow or block cookies through the settings of your browser or other application.

### The cookies used by our website

Our website uses Google Analytics, Leadfeeder and Postiviidakko cookies.

The cookies save information concerning the website users’ activities. This information includes the number of pages opened, the web address or the channel through which the user accesses the website, the activities carried out by the user on the various pages and the number of visits. The information is used for improving the website user experience and for developing the website. If the user does not allow cookies, no information concerning their visits to the website will be saved.

Further information on the privacy practices of the analytics services and the use of Google Analytics can be found through the links below:

Google Analytics privacy overview (<https://support.google.com/analytics/answer/6004245>)

Opt out of Google Analytics tracking (<https://tools.google.com/dlpage/gaoptout?hl=en=GB>)

Leadfeeder privacy overview (<https://www.leadfeeder.com/privacy/>)

Postiviidakko privacy overview (<https://www.lianamailer.com/privacy-policy.html>)

The information provided by the cookie on the visited page may be used for targeting ads. With the help of this information, the website visitor can see ads that are relevant and important to him or her on advertising websites. All ads are not based on the use of cookies; it is possible to see Adven’s online ads on the websites of commercial actors.

Cookies are also commonly used for gathering and tracking a wide variety of analytics information.

### How to block cookies in different browsers

#### Google Chrome

Change cookie settings by clicking “Settings” and “Privacy”.

#### Internet Explorer

You can find the cookie settings under “Tools”, “Internet options”, “Privacy”, where you can set the slider to “Block all cookies”.

#### Firefox

The settings can be found under “Tools”, “Settings” and “Privacy”.

#### Safari

To access the cookie settings, click on “Settings” and “Privacy”.

NB! If you block the use of cookies, this may affect the user-friendliness of the website and part of the website’s features may cease to function.

## File description

File description in accordance with Section 10 of the Personal Data Act (523/1999)

### Controller

Adven Group Oy (hereinafter "Adven")

Business ID: 2230778-3

### Contact details of the person in charge of file matters

Reena Säästla

tel. [+372 667 8600](tel:+3726678600)

[reena.saastla@adven.com](mailto:reena.saastla@adven.com)

### Name of file

Company's customer file

### Purpose of use of the file

The personal data is used for Adven's marketing and communications.

### Data content of file

Email address

First name and last name

Company name

Telephone number

### Regular sources of data

A person can subscribe to the newsletter or other content on Adven's website and provide his or her email address at the same time. The analytics tools specified in the terms and conditions of use are used as regular sources of data.

### Disclosure of data

The data will not be disclosed for any other purposes.

### Protection of file

The file is protected against use by outsiders. Only the persons whose work tasks require handling the data contained in the file have access to the file. The use of the file is protected through personal user IDs and passwords.