

FEOTA Privacy Policy

Federation of Experts On Theoretical & Applied Sciences, also known as FEOTA Oy, is a limited liability company (Osakeyhtiö) based in Finland. FEOTA's privacy policy complies with General Data Protection Regulation (GDPR), applicable as of *25 May 2018*, in all member states to harmonize data privacy laws across Europe. To access the official PDF of the Regulation (EU) 2016/679 (General Data Protection Regulation), visit <https://gdpr-info.eu/>.

This privacy policy will explain how FEOTA uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- What are your data protection rights?
- Cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

What data do we collect?

FEOTA collects the following data:

- Personal identification information-
 - Full name
 - Email address
 - Phone number
 - Country/location
 - Level of education
 - Current educational institution

How do we collect your data?

You directly provide FEOTA with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.

- Voluntarily complete a customer survey or provide feedback on our services via email or feedback form.
- Contact us via the contact form from our website.
- Fill up the inquiry form for us to contact you back.

FEOTA may also receive your approximate location data indirectly (city or country) from the following sources:

- Azure Application Insights

How will we use your data?

FEOTA collects your data so that we can:

- Email you with additional information about our services and payment process.
- Send you an invoice for the services or products you purchased.
- Create a new customer file for you and connect you with a suitable consultant/tutor.

Your data is not used for other purposes, unless we obtain your permission, or unless otherwise required or permitted by law or professional standards. When we process your order, we may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

How do we store your data?

FEOTA securely stores your data at its local offline digital storage system in Finland.

FEOTA will keep your personal identification information for a duration of one year. Once this time period has expired, we will delete your data permanently by erasing them from our offline digital storage.

What are your data protection rights?

FEOTA would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request FEOTA for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that FEOTA corrects any of your personal information that you believe is inaccurate.

The right to erasure – You have the right to request that FEOTA erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that FEOTA restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to FEOTA's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that FEOTA transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at admin@feota.eu.

Cookies

The FEOTA website does not use any cookies to store your data.

Privacy policies of other websites

The FEOTA website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

FEOTA keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on *18 November 2021*.

How to contact us

If you have any questions about FEOTA's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email: contact@feota.eu

Phone: +358-(0)-465915518

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that FEOTA has not addressed your concern in a satisfactory manner, you may contact the managing director.

Email: shirajum.monira@feota.eu