

## in4mo Websites Privacy Policy

in4mo is committed to protecting your privacy and your Personal Data, and we regularly monitor our operations to ensure that we stay true to that commitment. As a principle, we only use your data in ways that can help us deliver the services requested by you and to provide better solutions and services to you, both today and in the future.

This Privacy Policy describes how we collect and use your Personal Data in relation to our [www.in4mo.com](http://www.in4mo.com) website, and all other websites managed by in4mo. As you navigate through our Website, we collect data about what you do during your visit and any information you enter voluntarily in dedicated forms. We use this data to run and improve our operations and communicate back to you. You have certain rights related to information we hold about you. You can find more information about our data processing practices and your rights in our detailed in4mo website Privacy Policy.

(updated 24 April 2018)

Welcome and thank you for your interest in in4mo (“in4mo”, “we”, “us”) and our in4mo website’s privacy policy (“Privacy Policy”).

We are committed to protecting your privacy and your Personal Data, and we regularly monitor our operations to ensure that we stay true to that commitment.

As a principle, we only use your data in ways that can help us deliver the services requested by you and to provide better solutions and services to you both today and in the future.

This Privacy Policy describes how we collect and use your Personal Data in relation to the following websites (“Sites”):

- [www.in4mo.com](http://www.in4mo.com)
- [www.in4mo.fi](http://www.in4mo.fi)
- [www.in4mo.no](http://www.in4mo.no)
- [www.in4mo.se](http://www.in4mo.se)
- [www.in4mo.dk](http://www.in4mo.dk)
- [www.in4mo.de](http://www.in4mo.de)
- <https://contractor.in4mo.net/#/>

As you navigate through our Sites we collect data about what you do during your visit and information you enter voluntarily in dedicated forms, as further specified in this Privacy Policy. We use this data to run and improve our operations and communicate back to you, and for other purposes specified in this Privacy Policy.

You have certain right regarding the information we hold about you.

You can find more detailed information about our data processing practices and your rights from this Privacy Policy.

This Privacy Policy is applied only to information and data obtained through your use of the Sites. The Sites may include links to contents of third-party service providers. However, any such links to

contents of other service providers do not constitute our affiliation with or control over such third parties and thus, to the extent permitted by applicable laws, In4mo is not responsible for such contents, their level of data protection nor the actions of such third parties.

By using our Sites, you express your agreement to this Privacy Policy and the processing of information or data relating to you in a manner specified in this Privacy Policy. Should you not agree to the content of this Privacy Policy, please do not use the Sites and provide us a request to erase your personal data.

**In4mo Sites Privacy Policy is organized as follows:**

- I. Definitions
- II. Your rights
- III. What data do we collect?
- IV. How do we process data?
- V. Security of your Personal Data
- VI. Additional information

## **I. Definitions**

**“Personal Data”** means information that specifically identifies an individual or that is linked to information that identifies a specific individual.

**“User”, “Users”** means an individual browsing through in4mo Sites.

**“Usage Data”** means the information collected automatically that inform us of the actions taken while a User is browsing our Site.

**“Cookies”** means the small piece of Usage Data stored in the User’s device.

**“Data Subject”** means the identified or identifiable natural person to whom the Personal Data relates.

**“Data Controller”** means the person or organization with the right to make decisions regarding the purposes, and the methods of processing of Personal Data. For purposes of this Privacy Policy, Data Controller is in4mo Oy.

**“Data Processor”** means the person or organization authorized by the Data Controller to process the Personal Data in compliance with this Privacy Policy.

**“in4mo”** means in4mo Oy, Tekniikantie 12, 02150 Espoo, Finland, which can be contacted through [privacy@in4mo.com](mailto:privacy@in4mo.com) email.

## **II. Your rights**

When you browse our Sites some Usage Data, which may include Personal Data (typically your Internet Protocol (IP) address), is automatically collected.

If you wish to object to the collection of the Usage Data, you may opt out from the collection of navigation information about your visit to our Sites by Google Analytics at <https://tools.google.com/dlpage/gaoptout>.

**Right to browse through our Sites:**

You are free to explore our Sites without providing any additional Personal Data.

However, if you request to be contacted through a contact form on our Sites or place an order for one of our products or services, you are asked to provide some Personal Data about yourself and your company, so we can best respond to your inquiry/proceed with your order.

In these cases, it will unfortunately not be possible for us to provide you with what you requested without the relevant Personal Data.

**Right of access, correction, and deletion:**

At any time, you can request from in4mo information about which Personal Data we possess about you. You also may have the right to obtain from us the rectification of inaccurate or incomplete Personal Data relating to you. Further, you have the right to request us to erase the Personal Data relating to you and should we no longer have a legal basis for processing such data, we are obliged to erase such Personal Data.

**Right to the restriction of processing:**

Under certain circumstances, you may have the right to obtain from us the restriction of processing of your Personal Data. Should the restriction of processing requirement apply, the respective Personal Data will be marked and may only be processed by us for certain defined purposes.

**Right to object and right to opt-out from receiving direct marketing:**

Under certain circumstances, you also may have the right to object, on grounds relating your particular situation, to the processing of your Personal Data and we may be required to no longer process such Personal Data. You also have the right to object (opt-out), at any time, to the processing of your Personal Data for purposes of direct marketing, and after your objection, we may no longer process your personal data for such purposes.

**Right to data portability:**

Under certain circumstances, you may have the right to receive such Personal Data that you have provided to us, in a structured, commonly used and machine-readable format and to transmit those data to another entity without hindrance from us.

**Right to withdraw your consent:**

If you have declared your consent regarding certain types of processing activities, you can withdraw this consent at any time with future effect. Such a withdrawal will not affect the lawfulness of the processing prior to the consent withdrawal.

**Exercising your rights:**

Exercising any of the rights described in this section is easy, just send us an email to [privacy@in4mo.fi](mailto:privacy@in4mo.fi) with your request.

You also may opt out of promotional communications at any time by following the opt-out or “unsubscribe” instructions provided in our emails.

**Right to lodge a complaint:**

If you believe that in4mo is not processing your Personal Data in accordance with the requirements set out herein or applicable EEA data protection laws, you can at any time lodge a complaint with the data protection authority of the EEA country in which you live or with the data protection authority of the country or state in which in4mo has its registered seat.

In Finland, where in4mo is headquartered, you can contact the Data Protection Ombudsman for advice or to lodge a complaint at <http://www.tietosuoja.fi/en/index.html>

### III. What data do we collect?

As you navigate through in4mo Sites, we collect two types of data:

- Usage Data: It typically includes your Internet Protocol (IP) address, information from your web browser and the actions you take on our websites, such as pages viewed, and the links clicked (captured in Cookies or other tracking technologies).
- Personal Data: Entered voluntarily by yourself in specific forms located throughout our Sites. The Personal Data collected typically includes your name, your company's name, your email address, phone number and may include billing information required to process any orders you may place on our Sites.

If you are entering Personal Data in our systems on behalf of a different Data Subject, it is assumed that the Data Subject has given you the right to do so.

### IV. How do we process data?

Use cases and legal grounds for processing

We use the data we collect to operate our business and deliver the solutions and services that you have requested, as further described.

The two main processing purposes are:

#### To run and improve our operations:

We use Usage Data collected to monitor our Sites and improve their operational and business performance.

For this purpose,

- the Data Controller is in4mo
- the Data Processor is Google Inc through its Google Analytics and YouTube services

As Data Processor, Google Inc may process the Personal Data collected in the United States of America.

Google Inc.'s privacy policy can be found at <https://www.google.com/intl/en/policies/privacy/>

You may opt out from the collection of navigation information about your visit to the Site by Google Analytics by using the Google Analytics Opt-out feature at <https://tools.google.com/dlpage/gaoptout>

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#### To communicate with you:

We may use the Personal Data collected through specific forms in our Sites to contact Users in order to:

- process an order for our products or services (use case 1)
- provide Customer support (use case 2)
- send you information about our products or services that you have requested (use case 3)

#### For this purpose,

- the Data Controller is in4mo
- the Data Processor is in4mo for any orders you place and PipeDrive Inc. in the other cases.

As the Data Processor, PipeDrive Inc may process the Personal Data collected in the United States of America.

PipeDrive Inc.'s privacy policy can be found at <https://www.pipedrive.com/en/privacy>

We will retain any Personal Data you give us through our Sites for a period of 36 (thirty-six) months.

During that period, we may use your Personal Data to contact you with updates on promotions and events related to products and services we are offering that you have shown an interest in when you initially contacted us but only to the extent permitted by applicable law or with your consent. In addition, we may to collect feedback about such aforementioned products and services (use case 4).

The legal grounds for processing your Personal Data for the aforementioned use cases are either compliance with the agreement entered into between us and you, our legitimate interest, compliance with legal obligations to which we are subject or your consent as further described in the examples below.

- Contractual obligations: Processing of your Personal Data to a certain extent is necessary to enable us to fulfill the agreement we have concluded with you. For example, when you place an order with us, it is necessary for us to process your Personal Data so that we can carry our contractual obligations towards you.
- Our legitimate interest: We process some of your Personal Data based on our legitimate interest, in particular, to improve, audit and analyze the Sites as well as for administrative purposes and to preventing and resolving possible misconducts. In addition, we have a legitimate interest to process the contact data you have left with us to send you product information and promotions related to your inquiry. Where the processing of your Personal Data is based on our legitimate interest, you have the right to object (or opt-out from) such processing. For more information on how to use your rights, please see section II above.
- Consent: Where you have specifically asked us to send you information about our products and other relevant information, we can process your Personal Data to sending you direct electronic marketing.

The provision of your Personal Data as described in this Privacy Policy is partially a contractual requirement. For example, when you place an order with us, you are required to provide us with certain personal data for processing purposes specified in this Privacy Policy. Failure to provide us Personal Data may prevent us from performing our contractual obligations, which may lead to you being unable to use the services offered by us.

### **Access to your Personal Data; transfers and disclosures**

Within in4mo, your Personal Data may be accessible to a restricted number of persons in charge or involved with our Sites and Business Operations (administration, sales, marketing, legal, system administration).

We do not sell, lease, rent or otherwise disclose your Personal Data to unauthorized third parties without your explicit consent or unless expressly otherwise stated below.

As specified above, your Personal Data may be transferred for certain special purposes of processing to third parties who work on our behalf for the above use cases. Such parties are not permitted to use the Personal Data about you for any other purposes than for executing the tasks assigned to them.

Please note that as part of this processing, your Personal Data may be transferred to countries outside of the EEA. The links to our supplier's privacy policies are listed above should you wish to know more about their approach to protection of privacy and personal data.

We may be obligated by mandatory legislation to disclose Personal Data about you to certain authorities, such as law enforcement agencies. We may also disclose Personal Data about you in case we need to defend our legitimate interests in civil or criminal legal proceedings or to prevent and investigate fraud and other misuses.

We may transfer, assign and disclose Personal Data about you to our subsidiaries and affiliates or a subsequent owner, co-owner and their advisors in connection with a corporate merger, consolidation, restructuring, or the sale of substantially all of our stock and/or assets or in connection with bankruptcy proceedings or other corporate reorganization, in accordance with this Privacy Policy.

Moreover, we may disclose information to third parties in an aggregate and/or anonymized format that does not constitute Personal Data and does not allow the identification of individual users.

## V. Security of your Personal Data

We recognize our responsibility to protect the Personal Data and other information you have provided us. We take reasonable technical and organizational information security measures to safeguard Personal Data about you against loss and misuse, as well as unauthorized access. We have set up and are following our Information Security Management System and we maintain the appropriate Security Certification (<https://www.in4mo.com/services/#single/0>).

## VI. Additional information

### Use of this website by children:

Our Sites are not intended for anyone under the age of 16 years. If you are younger than 16, you may not register with or use this website.

### Changes to this Privacy Policy:

In4mo may from time to time change this Privacy Policy or change, modify or withdraw access to the Sites at any time with or without notice. However, if this Privacy Policy is changed in a material, adverse way, we will post a notice advising of such change at the beginning of this Privacy Policy and/or on the Site. We recommend that you revisit this Privacy Policy from time to time to learn of any changes to this Privacy Policy. Your continued use of the Sites following any changes to this Privacy Policy constitutes your acceptance of any such changes made.