



## *Terms of ToolBox Consulting Ltd. Events*

General reservation and cancellation conditions for sales events organized by ToolBox Consulting Ltd.

### Reservation

The reservation / order becomes binding when the client has registered via the online reservation system or alternatively confirms the reservation / order in writing. Changes and cancellations must always be made in writing.

The reservation / order constitutes a service package, the content of which is pre-arranged and might include e.g. reservation for sales stand or space, participation fee, transportation charges etc. The service package has always an all-inclusive price unless indicated otherwise.

### Change

A change in a reservation / order for a customer may also require a change related to the price, eg from low to more expensive, depending on the service package. In cases of force majeure, such as a strike, natural disaster or health case, the situation must be verifiable and, in cases of illness, a medical certificate is sufficient to provide a package of services at a previously agreed price or package or services.

### Payment and cancellation

The service package must be paid in full latest on due date. In case the payment has not been received on time, the organizer is entitled to cancel the client's participation in the sales event by informing the client thereof.

Cancellation fees in case of the client cancelling his / her participation in the sales event are the following:

#### **Date of cancellation:**

- latest 91 days prior to the event
  - no charges
- 90-60 days prior to the event
  - 25 % of the value of the service package
- 59-46 days prior to the event
  - 50 % of the value of the service package
- 45-30 days prior to the event
  - 75 % of the value of the service package
- 29- 0 days prior to the event
  - full value of the package (no refund)

#### REGISTRY STATEMENT

ToolBox Consulting Oy  
e-mail:kari.halonen@toolboxtravel.fi

[www.toolboxtravel.fi](http://www.toolboxtravel.fi)



## TOOLBOX CONSULTING OY PERSONAL REGISTER REGISTER REPORT

ToolBox Consulting Oy

Maininkitie 2 C 22, 02320

Business ID: FI3013795-6

### PERSON MAINTAINING THE PERSONAL REGISTER

Kari Halonen, ToolBox Consulting Ltd.

### PURPOSE OF THE USE OF PERSONAL DATA

The purpose of personal data is to manage and maintain the customer relationship between ToolBox Consulting Ltd. and the User; Information and marketing for ToolBox Consulting Ltd. and its customers. The user's personal data from the personal register can be used alone or with the information of ToolBox Consulting Ltd. and other personal registers.

### DESCRIPTION OF THE GROUP OF REGISTERED

The personal register contains personal information about the persons collected by ToolBox Consulting Oy.

### DESCRIPTION OF INFORMATION RELATED TO THE REGISTERED

The personal register may contain the following information:

#### . Personal information

- The person's first and last name
- Title
- Address, postal code and place of business
- Gender
- Mobile phone number and/or telephone
- Email address

#### 2. Company information

- Company
- Position in the workplace
- Job area in the company
- Company industry
- Street address, postal code and place of business of the company
- Phone for work

#### 3. Participations in measures organized by ToolBox Consulting Ltd.

### DATA TRANSMISSION AND TRANSFER

The controller will not disclose the information to third parties.

### PROTECTION OF THE REGISTER

The databases in which the registry information is stored are protected by firewalls, passwords, and other technical means. The databases and their backups are located in a locked state.

The controller shall ensure that only those employees of the controller and employees of companies acting on behalf of the controller have access to the information necessary for the performance of their duties.

### RIGHT OF INSPECTION, PROHIBITION AND CORRECTION

The data subject has the right to check what information about him or her has been stored in the register. The request for inspection must be sent in writing and signed to the person responsible for registration matters. The request for verification may also be made in person at the controller's office at the above address. An inspection request can be made



free of charge once a year. Requests for inspections shall be answered no later than one month after the request.

Data subjects have the right to delete their data and the right to request the correction of incorrect data by contacting the person responsible for registry matters.