



June 2018

## **Incap Corporation privacy policy 2018**

Your privacy is highly appreciated by us and we protect the personal data you share with us in accordance with the General Data Protection Regulation GDPR. This privacy policy of Incap contains information regarding the processing of your personal data and other information that we obtain from you through the use of our website or through other media.

**Data controller:**

Incap Corporation  
Mannerheimintie 113, 00280 Helsinki  
Tel. +372 45 217 23

**Contact person in matters concerning the privacy policy:**

Hannele Pöllä  
Mannerheimintie 113, 00280 Helsinki  
Tel. +358 40 504 8296  
e-mail: hannele.polla@incapcorp.com

**Name of the data file system:**

We collect data on the subscribers of the company's releases at Nasdaq GlobeNewswire publishing system and on the subscribers/recipients of the Incap newsletter.

**Purpose of personal data processing:**

We collect the data to maintain subscriptions for the company's stock exchange releases and press releases and to maintain the contact list of the subscribers/recipients of the Incap newsletter. The personal data is not used for any marketing purposes.

**File's data content:**

Name and e-mail address.

**Regular information sources:**

The data concerning releases is collected through the form, which is available at Incap Corporation's website and filled in by the subscriber of the releases. The contact data for the distribution of the newsletter is collected in-house from managers and sales personnel.

**Regular delivery of information:**

The data concerning the distribution of releases is stored and used inside the publishing system of Nasdaq GlobeNewswire. The data concerning the distribution of newsletters is stored in the company and used in a specific newsletter application. The data is not given to any third parties.

**Transfer of data outside the European Union or the European Economic Area:**

The data is not transferred outside the European Union.



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**File protection Policy:**

We have taken appropriate technical and organizational measures to protect the security of our personal data. The data concerning the releases is in the publishing system of Nasdaq GlobeNewswire and the data concerning the newsletter is in an in-house document. Both are only accessible to specified people working for Incap Corporation. Those people are in charge of the files as part of their given tasks. The systems and documents are protected and controlled by passwords, so access is restricted only to specific persons.

**Correction of data:**

You have the right to access your personal data processed by us and to get incorrect data adjusted. For this, you shall take contact with the above-mentioned contact person related to this privacy policy.

You can always cancel your subscription for releases or newsletters by using the function “Unsubscribe” at the end of each release and newsletter, and your data will be erased permanently from the systems and documents.

INCAP CORPORATION