

PRIVACY STATEMENT FOR CLIENTS AND SERVICE PROVIDERS - ERGOANALYSIS™ SOLUTION

This privacy statement describes personal data processing in the ErgoAnalysis™ service of Myontec Oy (“Myontec”) when the service is provided by a Myontec partner or the Client on it’s own. The data processing complies with the Finnish Personal Data Act (523/1999) Section 10 and EU General Data Protection Regulation 2016/679.

ErgoAnalysis™ is a solution and service project that utilizes Myontec's products to analyse ergonomics and workload factors as well as recommendations are given for reducing work physical overloading.

DATA PROCESSOR

Myontec Oy (hereinafter “Myontec” or “Data Processor”)

- Company business ID: FI 2167007-0
- Street address: Microkatu 1, FI70210 Kuopio, FINLAND
- Postal address: P.O. Box 1188, FI70211 Kuopio, FINLAND

CONTACT PERSONS FOR THE DATA PRIVACY ISSUES

In matters concerning ErgoAnalysis™ Cloud Services, the Subject can contact Data Processor (Myontec) by email support@myontec.com or by telephone +358 50 556 1552. The contact person for data protection matters is Riitta Simonen.

DATA PRIVACY ROLES IN ERGOANALYSIS™



DESCRIPTION OF THE PERSONAL DATA COLLECTION AND USE

The ErgoAnalysis™ service project measures, examines, and analyses the performance data of occupational physical load from the Subjects and the factors influencing them during the tasks. Collected data includes muscular load (EMG, electromyography), heart rate, force, motion and position measurement data, the video recordings as well as information given by the Subject related to the workload. Each work phase can be downloaded to ErgoCloud as Quick Report, containing group or single individual data with information of possible overloading.

The Service Provider provides a summary of the ErgoAnalysis™ data based on their own contract with the Client. If the Client and Service Provider are not the same, the service may include a feedback meeting organized by the Service Provider to the Client. The service may also include feedback from the Service Provider provided personally for each Subject. The individual Personal Data, measurement and survey results and the conclusions drawn from them in connection with a service project will not be disclosed to the Client.

Myontec can, in its own organization, process Personal and performance data from Subjects to develop its products and services. When presenting information to third parties, the information is anonymized so that the identity of individual persons is not revealed at any stage. An anonymized copy of data saved in the service can be used for statistical research, such as for determining occupation specific average reference values.

Personal data collected and stored in the Data File by the Client or the Service Provider can be used after the end of the ErgoAnalysis™ service project in accordance with the legislation in force.

CONTENT OF PERSONAL DATA

This Privacy Statement explains how Client's Representative's and Subject's Personal Information, which is required and collected for the implementation of the ErgoAnalysis™ Service, is stored, processed, and managed. The data Data Processor can store, process, and utilize the following information (wholly or as much as necessary):

Client:

- Contact information: name, address, email, telephone number
- Organisation and position
- Invoicing information (Business/VAT ID, invoicing address, e-invoicing contact information)
- Other information given by the Client's representative

The storage and handling of personal data is based on consent given by the Client's representative to the Service Provider.

Subject:

- Anonymous subject code
- Demographic information: date of birth, sex, height, weight, clothing size, occupation, length of working history in given occupation
- Information about restrictive symptoms or other health conditions of the Subject affecting the Implementation of the Service
- Data samples (muscle group-measured EMGs) required for determining muscle reference values (MVC test) and the maximum heart rate value, hand grip strength (optional), physical activity level and hand dominance reported by the Subject
- Measurement results (such as EMG, heart rate, data obtained from the force, motion, position and other external sensors, and other quantities derived from the aforementioned data)
- Video recordings made during the survey
- Analysis results and reports based on the results

In addition to the above, Subject's own comments about the work physical load or environmental factors related to work load and the observations made by the Service Provider are stored.

The recording and processing of personal data is based on the consent of the Subject given to the Client or Service Provider.

Regarding video recordings during the Service, the Client or Service provider is responsible for ensuring that any person other than the Subjects, who possibly may become video recorded, is aware of the video recording and have given their consent to the video recording.

SOURCES OF THE REGISTERED DATA

Personal data is collected by the Client or Service Provider from the Subject him/herself during the ErgoAnalysis™ service, as well as during the analyses of measurements, video recordings and notes.

DISCLOSURE AND TRANSFER OF PERSONAL DATA

Personal data will not be disclosed by Myontec without the permission of the Registered Person except as permitted by law and subject to the requirements of the authorities.

The stored performance data regarding the Subjects must be disclosed as anonymous by the Client or Service Provider within the purpose of the Data file, so that an individual Subject can't be identified from the information.

Third-party service Providers may be used to handle the technical maintenance of the Data Files.

Data may be transferred outside the EU / EEA area if it is necessary for the implementation of the service. Transfers are carried out safely and within the limits set by the data protection legislation.

RETENTION OF PERSONAL DATA

The Data Processor will only keep the data as long as it is necessary for the intended use of the Data File. Legislation in force regarding the maintenance and traceability of products and services may require the retention of personal data for longer than the actual use of the Data File determines. Incorrect or outdated personal data will be corrected or deleted within a reasonable time.

PROTECTION OF THE DATA FILES

The Service Provider as Data Controller is responsible for storing, securing, and protecting the Data in their personal Data File during the measurements and analysis. As the Data Processor, Myontec's databases to which personal data are stored are technically and physically protected so that they are not accessed from the outside and thus preventing loss, destruction, or misuse of the data. Database information should be also backed up regularly and securely.

Access to the ErgoCloud information is limited only to those of Myontec's staff or authorized operators, who need the data in their duties. Third party service Providers who may be used for the storage of personal data are obliged to comply with current legislation regarding data protection and personnel privacy.

THE RIGHTS TO INSPECT AND CORRECT DATA AND THE RIGHT TO REMOVE DATA

The Client or the Service Provider is responsible for providing the Subject, if requested, the possibility to inspect what information has been deposited in the Data File, to have inaccurate personal data to be corrected and the right to have his/her data removed from the Data File.

ACCESS TO INFORMATION AND THE RIGHT TO WITHDRAW

The Client or the Service Provider is responsible for providing the Subject, if requested, the right to access and receive copy of the personal data that he/she has given to the Data File. The Subject may at any time have the right to withdraw previously given consent to the recording and processing of data.

UPDATES AND CHANGES TO THE PRIVACY STATEMENT

Myontec undertakes to comply with the applicable laws and regulations on data protection and privacy (including GDPR) in Finland and the EU, as well as other laws and regulations governing the processing of personal data and to comply with other practices in good data management and data processing. The personnel and authorized operators of Myontec are required to maintain the confidentiality of personal data.

Myontec will monitor any changes to personal data legislation and therefore reserves the right to update or change this Privacy statement.