

## PRIVACY POLICY

Effective date: 12.3.2023

## COMPANY INFORMATION

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Helena Sustar manages Habitania Institute under a registered business name Helena Sustar Tmi.

Service provider: Sustar Helena Tmi

Finnish Business ID: 3206858-7

Location: Helsinki, Finland

Contact person: Helena Sustar, helenasustar.habitania@gmail.com

We are committed to protecting your privacy.

## INTERPRETATION AND DEFINITIONS

### INTERPRETATION

The words of which the initial letter is capitalised have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in the singular or the plural.

**Company** (referred to as either "the Company", "We", "Us", or "Our" in this Agreement) refers to Sustar Helena Tmi, Helsinki, Finland.

**Service** refers to the Website.

**Privacy Policy** means this Privacy Policy that forms the entire agreement between You and the Company regarding using the Service.

**"You"**, **"Person"** or **"Visitor"** means the individual accessing or using the Service, the company, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable.

**Third-party Social Media Service** means any services or content (including data, information, products, or services) provided by a third party that may be displayed, included, or made available by the Service.

The Website refers to Habitania Institute, accessible from habitaniainstitute.com. You mean the individual accessing or using the Service, the Company, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable.

### 1. WHAT TYPE OF INFORMATION DO WE COLLECT?

We receive, collect, and store any information you enter on Our Website or provide us in any other way. In addition, we collect the following:

- the person's name
- email address
- company/organisation
- contact information (phone number, e-mail address, address)
- website addresses

- billing information and other information related to the customer relationship and ordered services
- the Internet protocol (IP) address used to connect your computer to the Internet, like e-mail address and computer and connection information.
- IP addresses of Website Visitors and cookies necessary for the functions of the service are processed based on legitimate interest, e.g., to take care of information security and for collecting statistical data of Website Visitors in those cases when it can be considered personal data.

## REGULAR SOURCES OF INFORMATION

The information to be recorded is obtained from the Website Visitor as a rule:

- from messages sent via www forms
- by e-mail
- by telephone
- via social media services
- from contracts
- from customer meetings and other situations where the customer discloses their information.

Information about contact persons of companies and other organisations can also be collected from public sources such as websites, directory services and other companies.

## 2. HOW DO WE COLLECT INFORMATION?

When you conduct a transaction on Our Website, for example, when you send us a message through a contact form, or when you subscribe to our newsletter as part of the process, we collect the site Visitor's personal information you give us when you contact us, such as your name and email address. Nevertheless, your personal information will only be used for the specific reasons stated above.

## 3. WHY DO WE COLLECT THIS PERSONAL INFORMATION?

We collect such Non-personal and Personal Information for the following purposes:

1. To provide and operate the Services.
2. To provide our Users with ongoing customer assistance and technical support.
3. To be able to contact our Visitors and Users with general or personalised service-related notices and promotional messages.
4. To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which our business partners or we may use to provide and improve our services.
5. To comply with any applicable laws and regulations.

## 4. HOW DO WE STORE, USE, SHARE AND DISCLOSE OUR SITE VISITORS' PERSONAL INFORMATION?

Our Company Website is hosted on Wix.com – a third-party services platform. Wix.com provides us with an online platform to present our Services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. Wix.com store your data on secure servers behind a firewall.

## REGULAR TRANSFERS AND TRANSFER OF DATA OUTSIDE THE EU OR EEA

Personal data will not be disclosed to other parties by the rules.

Every Website Visitor can check what kind of data is stored. A third-party services platform can also transfer personal data to entities outside the EU or EEA (such as virtual workshop environments) when appropriate. These parties are committed to complying with the requirements of the General Data Protection Regulation in ways that ensure adequate data protection for processing personal data.

We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (name, email, communications), comments, feedback, service reviews, recommendations, and personal profiles.

### 5. HOW DO WE COMMUNICATE WITH OUR SITE VISITORS?

We may contact you to notify you regarding, for example, polling your opinions through surveys or questionnaires, subscribing to our newsletter, sending updates about our Company, or otherwise necessary to contact you. Our contact could be part of the preliminary assessment study, promotions, our Company Service updates, applicable national laws, and any agreement we may have with you. We may contact you via email.

If you want to opt out of receiving such messages, you can contact us at [helenasustar.habitania@gmail.com](mailto:helenasustar.habitania@gmail.com). Moreover, we will always provide an unsubscribe option depending on the contract format.

### 6. HOW DO WE USE COOKIES AND OTHER TRACKING TOOLS?

Our website tracks Personal Information using cookies. Please see below the types of cookies that we utilise.

#### TYPES OF COOKIES

In general, the cookies initially placed on our Wix website may be categorised as essential. However, our website may include other types of cookies requiring specific settings.

Look at the table below to see which cookies WIX places on their sites:

Cookie Name	Purpose	Duration	Cookie Type
XSRF-TOKEN	Used for security reasons	Session	Essential
hs	Used for security reasons	Session	Essential
svSession	Used in connection with user login	12 months	Essential
SSR-caching	Used to indicate the system from which the site was rendered	1 minute	Essential
_wixCIDX	Used for system monitoring/debugging	3 months	Essential
_wix_browser_sess	Used for system monitoring/debugging	session	Essential
consent-policy	Used for cookie banner parameters	12 months	Essential
smSession	Used to identify logged in site members	Session	Essential
TS*	Used for security and anti-fraud reasons	Session	Essential
bSession	Used for system effectiveness measurement	30 minutes	Essential
fedops.logger.X	Used for stability/effectiveness measurement	12 months	Essential
wixLanguage	Used on multilingual websites to save user language preference	12 months	Functional

It is important to note that third-party services, such as Google Analytics or other applications offered through the Wix App Market, placing cookies, or utilising other tracking technologies through Wix's services, may have their policies regarding how they collect and store information. As these are external services, the Wix Privacy Policy does not cover such practices.

The following additional cookies are set when viewing this website:

- fonts.com
- wix.com
- editor.wix.com
- [www.wix.com](http://www.wix.com)
- engage.wixapps.net

### IF YOU WANT TO KNOW MORE ABOUT THE COOKIES

For all our Website Visitors, we recommend looking at <https://allaboutcookies.org/> website for more detailed information.

Furthermore, the following links explain how to access cookie settings in various browsers:

- [Cookie settings in Firefox](#)
- [Cookie settings in Internet Explorer](#)
- [Cookie settings in Google Chrome](#)
- [Cookie settings in Safari \(OS X\)](#)
- [Cookie settings in Safari \(iOS\)](#)
- [Cookie settings in Android](#)

To opt out of being tracked by Google Analytics across all websites, visit this link: <http://tools.google.com/dlpage/gaoptout>.

Wix uses cookies for important reasons, such as:

- To provide an excellent experience for your Visitors and customers.
- To identify your registered members (users who registered to Company site).
- To monitor and analyse Wix's platform's performance, operation, and effectiveness.
- To ensure our platform is secure and safe to use.

## 7. HOW CAN OUR SITE VISITORS WITHDRAW THEIR CONSENT?

If you do not want us to process your data, please get in touch with us at [helenasustar.habitania@gmail.com](mailto:helenasustar.habitania@gmail.com).

## 8. RIGHT OF INSPECTION AND RIGHT TO DEMAND CORRECTION OF INFORMATION

Every Visitor has the right to check what personal information the Company stores and demand the correction of possible incorrect information or the completion of incomplete information. If a Visitor wants to check the information stored or demand correction, the request must be sent in writing to the Company. The Company responds to the Visitor within the time stipulated in the EU data protection regulation (generally within a month). If necessary, the Company can ask the requester to prove his identity.

## 9. OTHER RIGHTS RELATED TO THE PROCESSING OF PERSONAL DATA

A Person in the register has the right to request the removal of personal data about him from the Company ("the right to be forgotten"). Those registered also have other rights according to the EU's General Data Protection Regulation, such as limiting the processing of personal data in certain situations. Requests must be sent in writing to the Company. The Company can ask the person to prove the identity if necessary. The Company responds to the Visitor within the time stipulated in the EU data protection regulation (generally within a month).

## 10. PRIVACY POLICY UPDATES

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the Website.

Suppose We make material changes to this policy. In that case, We will notify You here that it has been updated so that you know what information we collect, how we use it, and under what circumstances we use and disclose it.

## 11. QUESTIONS AND YOUR CONTACT INFORMATION

If you would like to: access, correct, amend, or delete any personal information we have about you, you are invited to contact us at [helenasustar.habitania@gmail.com](mailto:helenasustar.habitania@gmail.com).