

# DATA PROTECTION

When submitting a grant application to the Foundation, the applicant provides the Foundation with certain personal information. Such information is saved as a personal data file in the register maintained by the Foundation. In Finland, such registers are regulated by the Personal Data Act (523/1999). The contact person for questions relating to this register is the general secretary of the Foundation. She may be reached by e-mail at [xxxxx](mailto:xxxxx).

Personal information collected by the Foundation is used in the decision-making of grants to be awarded. The Foundation also collects information for its register relating to the payment of grant awards as well as information required for the follow-up process and the final reports presented by grant recipients.

The Foundation notifies the tax authorities and the Farmers' Social Insurance Institution of recipients and the grants awarded by the Foundation. Such information, and the abstracts of such research/projects, will also be published on the Foundation's website and in the annual report of the Foundation.

The Foundation stores the information provided in the successful applications for a period of at least ten years. Paper copies of applications which have been rejected will be destroyed within one year of the ending of the respective application period.

Each and every grant applicant has the right to audit the applicant's own data information in the register maintained by the Foundation. In the event that such information is not correct, the applicant shall have the right to demand that such information be corrected. All of the above is without prejudice to the rights granted by the Personal Data Act. Audit of the information shall be free of charge, provided that it is not requested more than once a year. The right to audit one's information may be denied in certain cases stipulated by the Personal Data Act. The right to audit shall be denied if the data required is solely intended for scientific research or statistical purposes.

Requests to audit the data in the register of the Foundation shall be presented in writing to the General Secretary of the Foundation.

ANNEX Data Protection Description

# DATA PROTECTION DESCRIPTION OF THE FOUNDATION

- 1. Controller** The Foundation  
Address here  
FIN - xxxxxx XXXXX  
Finland  
[email here](#)
- 2. Contact person** Asiamies  
General Secretary  
[email here](#)
- 3. Name of the data file** Register of grant applicants, grant recipients and grant payments.
- 4. Purpose of processing personal data / Purpose of use of the data file**  
Register of grant applicants:  
for the decision making process of grants to be awarded  
Register of grant payments:  
for the payment of grants awarded and their follow-up, for notifications to be made to the Finnish officials  
Register of grant recipients:  
for follow-up of the progress of the awarded research/projects, and for making of the required reports by grant recipients
- 5. Contents of the data file**  
Register of grant applicants:  
The grant applicant's name, title or profession, contact info, date of birth or business ID, purpose of use of the grant applied, names of the members of the prospective research/work group, applied grant amount and time period, grants previously granted by the Foundation, degrees completed by the applicant, references, other grants previously received by the applicant, pending grant applications and other information and attachments provided by the applicant.  
Register of grant payments:  
In addition to the information provided above, social security number, bank account number, date when grant awarded, amount and payment details.  
Register of grant recipients:  
In addition to the information provided above, the following information provided by the applicant who has been awarded a grant: information relating to such research/project and its progress, outcome, publications and

other information as provided by the successful applicant in his/her reports and relevant attachments.

**6. Regular sources of data**

Information provided by the applicant.

**7. Regular destinations of disclosed data**

Grants awarded are published on the website of the foundation and in the annual report of the Foundation.  
The Foundation notifies the tax authorities and the Farmers' Social Insurance Institution of the grants awarded and their recipients, in accordance with Section 141b of the Farmers' Pension Act.

**8. Data transfers outside of EU or EEA**

No such transfers.

**9. Principles of data file protection**

A. Manual material (place of storage and protection)

In locked and technically access controlled facilities.

Successful applications will be stored for a period of ten years from the grant decision. Rejected applications will be destroyed within one year of the ending of the respective application period.

B. Electrical material (principles of management of register and access-control and physical protection of equipment)

Only pre-approved persons are granted the right to use the register. Access to the data requires a login username and password. The connections are protected by SSL-encryption.

The web service provider, Aspicore Oy, is responsible for the protection of the relevant equipment. All equipment is located in an access-controlled data center with 24 hour supervision, with proper fire protection and a system for fire alarm and reserve power. Such premises fulfil the requirements set forth by Office of Communications for such equipment (Viestintävirasto 48 A/2003, "Import premises").

**10. Right of audit**

The grant applicant and recipient have the right to audit their personal data included in the register maintained by the Foundation. The audit is free of charge if requested not more than once a year.

Request for audit is to be presented with a personally signed written letter addressed to:

**Asiamies**

**The Foundation**

*Address*

*FIN - XXXXX XXXXX*

**11. Rectification of data**

The grant applicant and recipient have the right to demand that incorrect personal data in the register maintained by the Foundation is rectified. Such request for rectification is to be made in writing and in a specified manner.

**12. Other rights relating to processing of personal data**

According to Article 30 of the Personal Data Act “the subject of personal data has the right to deny the maintainer of the register to process data pertaining to him/herself for the purposes of direct advertising, sales, and other direct marketing or market research and polling, as well as person registers and genealogy”.

The Foundation does not process personal data for the purposes described above

The ban, as described in Article 30 of the Personal Data Act, is to be addressed to the general secretary of the Foundation and addressed to the address as specified in section 1 of this description.