



# PRIVACY AND DATA PROTECTION NOTICE

## 1. Registrar

Name: Patricia Seppälän säätiö sr (Patricia Seppälä Foundation, reg. fdn.)

Business Identification Number (BIN): 1636571-7

Postal Address: Annankatu 25 A 57, 00100 Helsinki

## 2. Name of Register

Patricia Seppälä Foundation Grant Program

## 3. Registrar's Contact Person

Contact person: Executive Officer Paula Arvas

Email: paula.arvas@patriciaseppalansaatio.fi

Office email: toimisto@patriciaseppalansaatio.fi.

Tel: +358 44 5866144

## 4. Purpose and Legal Basis of Processing of Personal Data

The legal basis for the disclosure of the data stored in the register is the consent of the individual from whom the data is collected (i.e. the data subject).

The purpose of collecting personal data is to handle grant applications and awarded grants, communicate with applicants and reviewers, facilitate grant payments, and enable the monitoring and development of the electronic service.

The data collected includes information provided in grant applications, information needed for grant payments, and details related to the progress and final report of the funded work.

The system collects contact information of grant applicants, members of the work group, the applicant's reference and testimonial providers and reviewers of the applications. Additionally, payment and financial information related to grants and benefits / subsidies are collected, as well as information about the applicant's activity in the grant portal and technical details related to usage, such as event log data. Furthermore, internal communication between the registered person and the registrar within the system is also collected.



The information of a grant applicant or a reviewer is stored and processed based on the consent of named applicant or reviewer. Registration of other individuals in the system is also based on their consent. The applicant must ensure in advance their reference and testimonial providers' consent to having their information recorded as such in the system.

To have the application accepted for processing, the applicant is required to provide personal data on the application form and in its enclosures. If sufficient personal data is not provided, the application may be left unprocessed.

## **5. Access to Personal Data**

Personal data is processed by the foundation's executive officer, the foundation's board, specifically designated reviewers by the foundation, reference and testimonial providers appointed by the applicant, technical support personnel, designated users from the accounting firm, auditors, and other grant providers. Data is only displayed to the extent necessary for the activities of the recipient group.

## **6. Protection of the Register**

Access to the register requires a personal user ID. The administrator also defines the access levels granted to users. Logging into the system requires a personal password. The use of the register and logins are monitored. Data is collected in databases protected by firewalls and other technical means. The databases are located in locked and guarded premises, and access to the data is restricted to specific predefined individuals.

## **7. Retention Period of Personal Data**

### *User IDs and associated personal data*

- User IDs are retained as long as users have applications at any stage of their lifecycle.
- If a user ID is found to be inactive, it will be removed from the system.
- If a user ID has not been used for three years, it will be removed from the system.

### *Incomplete Applications*

- The applicant can delete incomplete applications themselves.
- The foundation will delete incomplete applications when there is no longer a need to retain them, but no later than two months after the grant decisions are made.

### *Rejected Applications*

- The foundation will delete applications that have received a negative decision when there is no longer a need to retain them for grant allocations or statistical purposes, but no later than 24 months after the grant decisions are made.



#### *Application Evaluation Data*

- Evaluation data is deleted two months after the grant decisions are made.

#### *Enclosures to Applications*

- The foundation will delete the enclosures of awarded applications when there is no longer a need to retain them for grant allocations or statistical purposes.

#### *Granted Grants*

- The foundation will anonymize and delete information about granted applications five years after receiving the final report.

#### *Data on Remitted Payments*

- Information is retained for the necessary period, considering regulatory reporting and possible audits, i.e., approximately twelve months from the grant.

#### *Data on Specifications*

- Information is retained long-term for statistical purposes.

#### *Communication*

- Messages related to an application are deleted when the application is removed.

### **8. The Data Subject's Right to Access Their Data**

#### *User IDs*

The grant applicant/recipient can log into the system and view all the data they have provided in the register by previewing their application form. Current contact information can be viewed and updated under "Settings – Personal Information".

The user has the right and the obligation to correct incorrect information. If the user has a request or question regarding the matter, they can address it to the foundation's executive officer via an internal message in the system.

However, the grant applicants/recipients do not have the right to access the stored evaluation data of their applications, or the data collected for statistical purposes.

The applicant has the right to withdraw their application (Art. 13 b), in which case the application will not be evaluated. If a decision has already been made on the application, the application data cannot be completely removed from the system. The user can transfer their application form from the system to themselves in electronic PDF format.

The user also has the right to file a complaint with the supervisory authority if they believe their personal data has been processed incorrectly.



## **9. Disclosure of Information**

Information about grants awarded to individuals will be disclosed to The Farmers' Social Insurance Institution (Mela) and to the Finnish Tax Administration.

Information about the recipients and amounts of granted grants, as well as possibly summaries of the research/project, will be published on the foundation's website and in the annual report. The foundation may also disclose information to other grant/subsidy providers.

The foundation does not provide written evaluations or statements on applications to applicants due to the large number of applicants.