

## PRIVACY POLICY STATEMENT

Confirmed by the Board of Directors of the Sakari Alhopuro Foundation on 17 January 2020

### 1. Data Controller

Sakari Alhopuron säätiö sr  
3097088-4  
Puutarhakatu 8 b D 312, FI-20100 Turku, Finland

### 2. Name of register

Grant application service of the Sakari Alhopuro Foundation

### 3. Contact person

Carita Rantanen, Managing Director of the Foundation shall serve as contact person.  
E-mail address: [firstname.lastname@sakarialhopuronsaatio.fi](mailto:firstname.lastname@sakarialhopuronsaatio.fi)  
Telephone: +358 40 5039 609

### 4. Intended use of personal data and legal justification

The collected personal data is processed for the purpose of facilitating the activities of the Foundation. The personal data is used for processing and communications concerning grant applications and awarded grants, and as a means of facilitating and developing the monitoring of the use of the online service.

The information given in the grant application is saved in the register. This information includes personal data as well as information concerning the payment of awarded grants and the progress and final report concerning the research or project in question. The data collected for the service also includes the contact information of the grant applicant, the members of the work group and the applicant's references. This information, including personal data, is collected from the grant applicants and recipients themselves.

Additionally, the register contains collected data concerning grant payment information, information on applicants' activities in the grant application portal and technical information associated with the use of the portal and log events. The collected data also contains the service's internal communications between each registered individual and the data controller.

The personal data is collected and processed for the purpose of facilitating the activities of the Foundation. The legal justification for the processing of personal data is the applicants' consent regarding the storage and processing of their personal data and the legitimate interest of the Foundation for the purpose of carrying out foundation activities. The legal justification for the storage and processing of personal data concerning persons other than the applicants is the legitimate interest of the Foundation for the purpose of carrying out foundation activities as well as the legitimate interest of the applicant as a possible grant recipient.

The applicant must check with possible references in advance that they consent to having their personal data stored as a reference within the service.

In order for the application to be accepted for processing, the applicant must provide the personal information requested in the application form and required attachments. If sufficient personal data is not provided, the application may not be processed.

### 5. Recipient groups for personal data

The personal data is processed by the Managing Director of the Foundation, assessors named separately by the Foundation, possible references named by the applicant, the Board of Directors of the Foundation, persons providing technical support, named users representing the accounting firm, auditors, and possible other issuers of grants and subsidies. All efforts will be made to ensure that the personal data is disclosed only to the extent that is necessary for the purpose of the specific recipient group.

### 6. Register protection

The grant application service can only be accessed by specifically named individuals. Use of the register requires a personal username. The primary user also determines the level of access granted to each user. A personal password is required in order to log in to the service and the use of the service is enabled through an encoded SSL connection. The use of the register and log-in activities are monitored. The data is collected in the service databases, which are protected by firewalls and other technical measures. The servers on which the register is stored are maintained by an external service provider. This service provider is responsible for the protection of its devices. The databases are located in locked and guarded facilities, and the data can only be accessed by persons specified in advance.

## **7. Storage of personal data**

### **Usernames and related personal data**

- The username is deleted if it is not utilised in four (4) years.

### **Incomplete applications**

- An applicant can remove any incomplete applications.
- The Foundation will remove any incomplete applications within one year from the end of the grant application period.

### **Applications and attachments**

- The Foundation will store submitted applications and attachments and associated processing information for archiving, statistical and common-good research purposes for as long as is necessary in order to facilitate the activities of the Foundation.

### **Payment information**

- The data is stored for as long as is necessary for the purposes of reporting to authorities and possible auditing.

### **Background information**

- The data is stored long term for statistical and research purposes.

### **Material from Board meetings**

- Each applicant's name, the purpose of the grant and the grant sum requested are all stored permanently as attachments to the material from Board meetings.

## **8. Right of access to data, including personal data, of registered individuals**

As a grant applicant/recipient, you can log in to the service and see all the information that you have submitted to the register by opening the preview of the application form. You can access and change your current contact information under Settings - Personal information.

You have a right and obligation to rectify incorrect data. If you have a request or question about the matter, you can address it to the Foundation by using the internal communication system of the online service.

You have a right to request the correction, removal or restricted use of your personal data or to object to the processing of this data or its transfer from one system to another. In this case, your application can no longer be processed.

You have the right to withdraw your consent to the storing and processing of your personal data as part of the process of handling grant applications. In this case, your application can no longer be processed.

You do not, however, have a right of inspection to the saved assessment data regarding the application nor to data collected for statistical purposes. The personal data saved with the assessment data is the same as the data entered in the application form.

You can transfer your application form electronically from the service to yourself in PDF format.

You have the right to withdraw an application, whereby the application will not be assessed. If a decision has already been made regarding the application, the information from the application can no longer be removed completely from the service.

You also have the right to file a notice of appeal with the supervisory authority, if you feel that your personal data has been inappropriately processed.

#### **9. Disclosure of data, including personal data**

Information concerning grants paid to natural persons is disclosed to the Farmers' Social Insurance Institution of Finland, Mela. Information concerning grants paid to natural persons is disclosed to the Finnish Tax Administration. The recipients and amounts of the awarded grants and, possibly, also the research/project summaries are published on the Foundation's website and in its annual report. The Foundation can disclose data to other providers of grants/subsidies.