

PRIVACY NOTICE

[12.6.2018]

1. Controller	Walter och Andrée de Nottbecks stiftelse sr Register number 1442426-9
2. Contact details	c/o Hannes Snellman Attorneys Ltd/Henrik Mattson, PB 333, 00131 Helsingfors Tel.: 09 228841 Email: henrik.mattson@hannessnellman.com
3. Data protection responsible and contact person	Walter och Andrée de Nottbecks stiftelse sr Contact person: Doc. Elina Leskinen, secretary Faculty of Biological and Environmental Science, PB 65, FI-00014 University of Helsinki Email: elina.leskinen@helsinki.fi Tel: 0407690293
4. Registers maintained by the foundation	Grant processing register Salary register
5. Purpose and legal basis for the processing of personal data	<p>Register for grant applicants: Registration of grant applications addressed to Walter och Andrée de Nottbecks stiftelse sr for decisions on grants.</p> <p>Register for grant receivers: For processing and payment of approved grants and verification of payments as well as notifying grants to the authorities.</p> <p>For communication with the applicants in relation to the grant activity as well as for providing information on the foundation's operations by email, paper mail or other means of communication.</p> <p>For payment of salaries and fees.</p> <p>The processing of the data in the register is based on legitimate interests, consent or contract upon the approval of the grant. Processing the personal data is necessary for the purposes of legitimate interests of the foundation to ensure consistency in the application evaluation over time and to supervise the usage of approved grants. In addition, the foundation has a statutory duty to collect data for notices to the authorities. The purpose and legal basis for processing personal data of the foundation's employees and representatives is based on contract.</p>
6. Contents in the register	Personal data collected for persons who apply for grants includes the following in the foundation's register: name, academical degree, social security number, employment, address of employment, telephone number and e-mail

	<p>address. The register contains the social security number of the main applicant as well as team members for which a personal grant is intended. Dates of birth is collected for all included in the application for identification purposes.</p> <p>The following can also be collected in the register together with application: research plan, list of publications and CV as well as letters of recommendation.</p> <p>In addition to the above information, the registers for processing grants and salaries include bank account numbers and other payment information for the receiver.</p>
7. Main data sources	<p>The register for processing applications is mainly created by the applicants. Personal data is provided to the foundation at the time of application or as regards employees and representatives when being retained.</p>
8. Main recipients of personal data	<p>The applications are processed by the foundation's personnel, board and external advisors. The data is also processed by the technical support and the auditors. The data is disclosed only to the extent required for the recipient's needs. All data is processed within the EU.</p> <p>Relevant information on the approved grants is published on the foundation's website and in its annual report.</p> <p>Grants and recipients (incl. personal data) is provided to the tax authorities and as may be required to Lantbruksföretagarnas pensionsanstalt LPA or other authorities.</p> <p>All receivers of personal data are subject to a confidentiality duty.</p>
9. Retention of data	<p>Personal data is retained by the foundation for 10 years upon the filing of the application.</p> <p>If a longer period is required by law or statute, the statutory period is applied.</p>
10. Main principles for register protection	<p>A. Manual material</p> <p>The data is stored in locked premises.</p> <p>B. Electronic register</p> <p>External cloud services are mainly used for storing and processing personal data.</p> <p>The service providers are by contract responsible for the data security and they process data only as instructed by the foundation's representatives. The processing of</p>

personal data in the electronic application system is maintained mainly by *Aspicore Oy*. Only named persons may use the register. To access the data a user name and password is required. The web service of the applications is protected by SSL-encryption. The equipment is placed in supervised premises with 24h technical surveillance, fire alarm system, automatic alarm transmission, cooler system and disruption free reserve power.

11. Right to access	
(a) Right to access and review data in the register	A data subject in the register for grants or salary has the right to access and control its personal data in the register. The access is without cost once annually at the most. An applicant is however not entitled to access the evaluation data in respect of the application. A request to access the data shall be made to the foundation in writing.
(b) Rectification or erasure of data	The applicants or receivers of grants may request a rectification or erasure of personal data or restriction of processing as well as the right to data portability. A request shall be specified and made in writing to the foundation.
(c) Right to lodge a complaint with a supervisory authority	A registered data subject may lodge a complaint with the data protection authority, if it maintains that the personal data has been processed incorrectly.