

# Privacy policy concerning information on Relander Foundation grant applicants and grantees

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## 1 Registrar and contact information in register matters

Relander Foundation sr (2787843-8)  
Niemenkatu 18  
FI-15140 Lahti, FINLAND  
Email: relander.foundation@polttimo.com  
Tel. +358 38 6411 (switchboard)

## 2 Purpose and rationale behind the handling of personal information

The handling of personal information is based on the entitled right of the Relander Foundation, and the purpose of this processing is:

- The handling of grant applications and grant decision-making
- Remittance and follow-up of grants issued, formulation of grant payment notices to the authorities, statistical compilation, and reporting.

## 3 Register information content, registered groups and information sources

The register contains the following personal information:

### Grant applicants

- Grant applicants' basic information: name, contact information (postal address, telephone number, email address)
- Basic information regarding the grant applied for, its purpose, amount applied for, and information on reference persons
- Grant application annexes sent by the applicant, such as curriculum vitae, research plans, and the plans related to grant use

### Grantees

- In addition to the grant applicant's information content, the grantee's national identification number, bank account number, date of grant issue, grant payment information, and annual reports.

For the most part, this information is personally obtained from the grant applicant and grantee. Information also accumulates in connection with grant decision-making and remittance within the operations of the Relander Foundation.

#### **4 Release of information and transfer of information beyond the area of the EU or EEA**

Grant applications are handled by personnel participating in the Relander Foundation's grant process.

Grants issued are announced (without names) in the Foundation's activity and annual reports. The grants paid are reported to the Finnish Tax Administration as well as to the social insurance institution that looks after the indemnification of grantees. In other respects information is not relinquished outside the Relander Foundation.

The Relander Foundation uses services connected with the upkeep and management of information respective to grant applicants and grantees. In accordance with the data protection agreement, the service provider handles personal information only to the extent that is needed to provide the service concerned.

Personal information is not transferred beyond the territory of the EU or EEA.

#### **5 Principles of data protection and information storage period**

The data in the information systems is limited and accessible to the appointed persons. Usage requires logging into the information system with one's own personal user ID and password. The information systems are protected with the appropriate anti-virus software and firewalls. The databases and their backup copies are located in locked facilities, and only certain pre-designated persons have access to the data concerned.

Due to supervision requirements and accounting legislation, the information from grant applicants and grantees is stored for a period of six (6) years. The meeting materials of the Board of Directors along with annexes containing the grantee's name, research area and amount of funding requested are permanently stored.

#### **6 Data subject's rights**

Requests concerning the rights of the data subjects should be delivered to the address mentioned in section 1. Data subjects have the following rights:

- Right of inspection and the right to demand the correction of information and its deletion
  - The data subject has the right to inspect the information stored in a personal register concerning him/herself as well as to demand the correction of erroneous information and its deletion.
- Right to object and the right to restrict handling
  - The data subject has the right to oppose or request the restriction and transfer of information handling.
- The right to appeal to a supervisory authority
  - The data subject has the right to appeal to a supervisory authority within an EU member state where the residential address of the data subject or workplace is, or where the claimed violation has taken

place if the data subject considers that the handling of personal information concerning him/her violates the EU data protection regulation.