



## **Agreement on processing of personal data and description of processing activities**

As an expert, you process personal data to carry out the scientific evaluation of a funding application addressed to the Research Council of Finland. The assignment may include the review of one or more funding applications. This personal data processing agreement and the description of the processing activities determine the processing of personal data included in the application review.

In any possible questions, please contact the RCF expert who acts as the contact person for the review assignment.

### **1. Parties**

The Research Council of Finland (RCF) and the expert entrusted with the review assignment ('the expert')

### **2. Scope of application and definitions**

This agreement defines the terms and conditions of the processing of personal data and the obligations and rights of the parties under which the expert processes personal data on behalf of the RCF for the purpose of carrying out the scientific review of a funding application. The expert shall be able to demonstrate that they, as a processor of personal data, complies with these conditions.

Data protection legislation: The European Union General Data Protection Regulation 2016/679 and other data protection regulations as well as the provisions of data protection authorities.

Personal data of the controller: Personal data for which the RCF is responsible as the controller.

In addition, these terms and conditions make use of the terms defined in the data protection regulation.

### **3. Roles of the parties in processing of RCF personal data**

The RCF is the controller when it determines the purposes and means of processing the personal data. When processing personal data of the controller, the expert acts as the processor of personal data.

### **4. Types of personal data and categories of data subjects**



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The personal data processed concern the applicants, persons belonging to the research team, persons working in the project and the collaborators named in the application, as well as personal data contained in the publications identified in the application.

Types of personal data processed:

- contact information: address, telephone number, email address
- nationality
- application/research plan: name and level of education of researchers, tasks, roles and key merits of those working on the project, key collaborators and their role, collaborator and position, organisation, name of publication author, title of article or publication and publisher
- CV: name, degrees, titles of docent, current employment status, stage of research career, work experience, secondary jobs, career breaks, research funding and personal grants, research outputs, research guidance and management experience, educational merits, awards and accolades, scientific and societal impact, organisational information, researcher ID, degree information, level of education and role/task.

The above list is not exhaustive. Other parts of the application contain or may also contain personal data about the applicant or other persons. Personal data has also been specified in more detail in the privacy notices concerning research funding activities on the RCF's website: [Data protection](#).

### **5. General duties of the expert**

The expert processes RCF personal data in accordance with the data protection legislation in force at the time, the assignment between the parties and the instructions given by the RCF.

The expert undertakes to handle personal data securely and takes appropriate technical and organisational measures (e.g. computer password protection and other material protection from third-party access) to prevent unauthorised and illegal processing of the data and to prevent accidental loss, alteration and destruction of or damage to the data. Through these measures, the expert will ensure that the processing of personal data is carried out in accordance with the requirements of the assignment, the RCF's instructions and the data protection legislation.

The expert undertakes to comply with the obligation of nondisclosure in the processing (see separate nondisclosure agreement).

The expert will not process or otherwise use the personal data they process based on assignment other than for the purpose and scope of the assignment.

Upon request by the RCF, the expert shall promptly provide the RCF with all information concerning the processing of the RCF's personal data that the RCF may need to (I) fulfil



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the rights of data subjects, (ii) ensure the lawfulness of the processing of the data, and (iii) comply with the regulations or guidelines of the data protection authorities.

The expert shall promptly inform the RCF of any requests made by data subjects concerning the exercise of the data subject's rights. The expert will not personally respond to these requests.

### **6. RCF instructions**

The RCF has the right to provide the expert with binding written instructions concerning the processing of personal data. The expert must notify the RCF without undue delay if they consider that the instructions violate data protection legislation or the instructions given are incomplete. The RCF has the right to amend, supplement and update its instructions regarding the processing of personal data.

### **7. Subcontractors**

The expert shall not use subcontractors to perform the assignment.

### **8. Location and transfer of personal data processing**

The expert has the right to process personal data only in the European Economic Area (EEA) or in a country for which the European Commission has adopted a decision on the adequacy of the protection of personal data, unless otherwise agreed between the parties. The expert shall not further transfer personal data they process to a third country or an international organisation.

### **9. Personal data breaches**

The expert must notify the RCF in writing without undue delay of any breach of the security of the RCF's personal data or any suspicion thereof (email [tietosuoja@aka.fi](mailto:tietosuoja@aka.fi)). The expert shall provide the RCF in writing at least the following information about the personal data breach: description of the breach and identification of the data concerned; measures already taken by the expert in response to the breach and/or to mitigate any adverse effects.

Upon detection of a personal data breach, the expert shall take adequate measures without delay to eliminate the breach and to limit and remedy its effects.

### **10. Duration and end of personal data processing**

The expert may process personal data only until the review assignment has been completed. If the expert has downloaded or printed materials from the RCF's electronic system for the purpose of carrying out the assignment, or otherwise processed RCF data outside the RCF's systems, they must destroy the data and materials at their expense at the latest after the end of the assignment, so that it is no longer possible to return them to readable format.