**Controller** | Academy of Finland  
| Hakaniemenranta 6  
| PO Box 131  
| FI-00531 Helsinki  
| Tel. (switchboard) +358 295 335 000  

**Controller’s contact person** | Anita Westerback  
| Hakaniemenranta 6  
| PO Box 131  
| FI-00531 Helsinki  
| tel. +358 295 335 132  
| anita.westerback@aka.fi  

**Data Protection Officer** | Minka Rissanen  
| minka.rissanen@aka.fi  
| tel. +358 295 335 087  

**Name of filing system** | Academy of Finland’s client and event management system (Sakari)  

**Legal basis and purpose of personal data processing**  
The Academy of Finland is a central government authority in the Ministry of Education, Science and Culture’s administrative branch, whose statutory duty is to promote scientific research and research framework conditions as well as their utilisation by funding them and by participating in international cooperation, to act as an expert in the development and implementation of science policy, and to carry out other tasks assigned to it (Act on the Academy of Finland 922/2009). Processing of personal data is therefore necessary for the authority to comply with this statutory obligation. Information (e.g. special diets) belonging to different personal data groups is processed with the explicit consent of the data subject.  
The information is collected for communications (communication on Academy activities and research funding) and event management purposes. It may also be used for survey purposes.  

**Description of data subject groups and personal data groups**  
The data subjects are:  
- clients central to the Academy’s activities (e.g. decision-makers and elected officials in government administration and business companies, collaborative groups for the scientific community, decision-makers and collaborative groups at universities and research institutes, Academy Professors, Academy Research Fellows, Postdoctoral Researchers, and contact persons for Centres of Excellence and Academy Programmes)  
- staff at the Academy’s Administration Office  
- members of the Academy’s decision-making bodies  
- contact persons for collaborative bodies and organisations related to the Academy's international activities  
- persons who have registered for Academy events.
The personal data contained in the filing system are name, organisation, profession/title, email address and telephone number. The data subject’s data are also linked to a specific client group (distribution list).

The data on persons who have registered for Academy events also include information on special diets (for serving food and drinks).

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<th>Groups of personal data recipients to whom personal data are disclosed.</th>
<th>The data may only be disclosed within the limits imposed by current legislation. Public access to government documents and information is governed by the Act on the Openness of Government Activities (621/1999). Public documents are disclosed upon request, in accordance with section 13 and section 16 of the Act. A public document may also contain confidential information or data whose disclosure is limited (usually personal data). Confidential information will be given access to and disclosed only with the consent of the person concerned, to the person concerned, or by virtue of a legal right. To maintain the service, the Academy delivers personal data to be processed by an external service provider with due attention to data protection legislation. The Academy also organises joint events with other science administration authorities. The lists of invitees for such events are compiled following a joint agreement.</th>
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<th>Transfer of personal data to a third country or an international organisation</th>
<th>Data will not be transferred outside the European Union or the European Economic Area or to international organisations.</th>
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<th>Planned deadlines for the deletion of different personal data groups</th>
<th>The personal data will be stored for as long as the person belongs to the client group concerned (distribution list). The data storing is based on the person’s employment relationship to or position at the organisation in question. Each personal data item is linked to a client group that is related to the Academy’s activities. The data are updated twice a year. The archiving plan of the Academy of Finland contains more detailed provisions on archiving. The Finnish Archive Act (831/1994) regulates the archiving duties of authorities.</th>
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<th>Data sources when data have not been obtained from the data subject</th>
<th>The data are collected from publicly available sources (e.g. websites) and on request by individual persons and/or stakeholders of key importance to the Academy’s activities.</th>
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<th>Data subject rights</th>
<th><strong>Right of access to personal data</strong> The data subject has the right to obtain from the controller confirmation of whether personal data relating to them are being processed and, if these personal data are processed, the right of access to personal data. The controller must provide a copy of the personal data processed. If less than one year has elapsed since the right of access of the data subject was used, the controller will charge a fee based on the administrative costs of providing the data. <strong>Right to rectification of data</strong> The data subject has the right to demand that the controller rectify, without undue delay, any inaccurate and incorrect personal data of the data subject. The request should be submitted to the controller’s contact person. <strong>Right to restrict processing</strong></th>
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The data subject has the right to obtain a restriction of processing from the controller, for example, in situations where the data subject contests the accuracy of the personal data or the personal data has been processed unlawfully. Restriction of personal data processing means that the data may, with the exception of storage, only be processed with the data subject’s consent, for the protection of the rights of a natural or legal person, or for reasons of important public interest of the Union or of a Member State.

**Right to appeal to a supervisory authority**

Every data subject has the right to file a complaint with the supervisory authority, in particular in the Member State in which they have their usual residence or workplace or where the alleged infringement has occurred if the data subject deems the processing of personal data relating to them to infringe data protection legislation. This right is without prejudice to other administrative appeal or legal remedies.

In Finland, the national supervisory authority is the Data Protection Ombudsman, tel. +358 295 616 670 or email tietosuoja@om.fi.