

Privacy policy statement for Academy of Finland's case management system (EU's General Data Protection Regulation 2016/679, Articles 13 and 14)

1 Controller

Academy of Finland

2 Controller's contact information

Hakaniemenranta 6

PO Box 131

FI-00531 Helsinki

Email: kirjaamo@aka.fi

Telephone number (switchboard): +358 295 335 000

3 Data protection officer's contact information

Email: tietosuoja@aka.fi

Telephone number (switchboard): +358 295 335 000

4 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.

Additionally, the Academy acts as an expert in the development and implementation of science policy and carries out other tasks assigned to it (Act on the Academy of Finland 922/2009). Also, the Academy of Finland must, as a public authority, keep a list of matters submitted and taken up for processing and matters resolved and dealt with (Act on the Openness of Government Activities 621/1999).

In this case, the purpose of the processing of personal data is the management of, preparation of, decision-making on and archiving of matters and documents covered by the Academy's activities. In this respect, the processing is based on compliance with statutory obligations.

5 Data subject groups and personal data groups

As a rule, the Academy does not register private individuals as clients in the case management system. If a case is opened on the initiative of a natural person, the contact information provided by the person, usually only the name and email address, are entered in the system in connection with the processing of the case.

The personal data of the members of the Academy's decision-making bodies entered in the client register are name, email address, preferred language and gender.

Staff at the Academy's Administration Office are a personal data group in the system. For officials, the personal data are name, job title, division and email address.

Individual documents in the system may also contain personal data. These data will be processed in compliance with data protection legislation.

6 Disclosure and recipients of personal data

The Academy of Finland may disclose personal data only within the limits imposed and allowed 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. By default, anyone has the right to receive public documents and information from a public authority, even if they include personal data. However, personal data in the public authority's personal data file can be disclosed in copy, printout or electronic form only if the transferee has the right to store and use these personal data in accordance with the regulations concerning personal data protection.

Additionally, a public document may contain confidential information or data whose disclosure is limited. Often, this information or these data may be personal data. Confidential information or data may be given access to or disclosed only with the consent of the person concerned, to the person concerned, or by virtue of a legal right to a third party, such as another public official.

7 Transfer of personal data to a third country or an international organisation

Data will not be transferred out of the European Union or the European Economic Area, or to international organisations.

8 Planned deadlines for the deletion of personal data groups

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.

The personal data of the members of the decision-making bodies will be removed from the client register when the term of office of the bodies ends.

9 Data sources when data have not been obtained from the data subject

Active Directory of staff at the Academy's Administration Office.

10 Rights of the data subject

10.1 Right of access



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 to access the 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.

10.2 Right to rectification

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.

10.3 Right to restrict processing

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 establishment, exercise or defence of legal claims, for the protection of the rights of a natural or legal person, or for reasons of important public interest of the Union or a member state.

10.4 Right to lodge complaint with 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 tietosuoja@om.fi.

If you have any requests concerning the rights of the data subject, please contact us at kirjaamo@aka.fi.