

Privacy notice (EU General Data Protection Regulation 2016/679, Articles 13 and 14)

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| Controller | Research Council of Finland |
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| Controller's contact person | Jorma Selovuori Hakaniemenranta 6 PO Box 131 FI-00531 Helsinki |
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| Data protection officer | Laura Kuitunen tel. +358 295 335 164 tietosuoja@aka.fi |
| Name of register | Questions and feedback (helpdesk) |
| Legal basis and purpose of personal data processing | <p>The Research Council 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).</p> <p>As a public authority, the Research Council of Finland must also provide advice on its services and information on its activities and services (Administrative Procedure Act 434/2003, Act on the Openness of Government Activities 621/1999).</p> <p>Questions and feedback (helpdesk) is a service where anyone can send questions and give feedback to the Research Council of Finland and ask for advice. Research Council staff can use the helpdesk to notify internal matters or problems that require attention. Research Council staff also use the service to respond to questions and feedback. The processing of personal data is necessary in this respect for the performance of a task carried out in the public interest (EU General Data Protection Regulation Article 6(1)(e)).</p> <p>The data will not be used for other purposes.</p> |
| Data subjects and categories of personal data | <p>The data subjects are Research Council of Finland staff and other persons that use the service.</p> <p>The personal data to be registered (i.e. the information requested on the helpdesk form) are the person's (sender's) name, phone number and email address. The data are provided by the data subjects themselves. As a rule, their accuracy will not be verified. In individual cases, the personal data of the data subject may be verified, for example, by requesting additional information from the data subject, if this is justified for carrying out the task in question.</p> |
| Categories of recipients of the personal data | The data are disclosed only according to the duties and permissions granted in Finnish legislation. The right of public access is regulated |

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| | <p>under the Finnish Act on the Openness of Government Activities (621/1999). Public documents are disclosed according to sections 13 and 16 of the Act. An official document may be secret if it has been so provided. Secret official documents are disclosed only on the grounds of consent of the data subject, to a party, or due to a legal right.</p> <p>Authorised employees of the service provider, the Research Council of Finland, have access to the system for maintenance purposes.</p> |
| Transferring personal data to a third country or an international organisation | Data will not be transferred outside the European Union or the European Economic Area or to international organisations. |
| Period for which the personal data will be stored or how this period is defined | <p>Questions and answers older than two years are deleted once a year. Users must not include any confidential or sensitive information in their messages. If such information is sent, the data subject's question or feedback will be handled securely, and the response can be sent, for example, by classified email. Confidential or sensitive information will be deleted from the helpdesk as soon as it is detected.</p> <p>The archiving plan of the Research Council of Finland contains more detailed provisions on archiving. The Finnish Archive Act (831/1994) regulates the archiving duties of authorities.</p> |
| From which source the personal data originate if not obtained from the data subject | The personal data are obtained from the data subject. |
| Rights of data subjects | <p><u>Right of access to personal data</u></p> <p>The data subject has the right to obtain from the controller confirmation as to whether personal data concerning them are being processed, and, where that is the case, to obtain access to the personal data. On request, the controller shall provide a copy of the personal data undergoing processing. The request should be addressed to the contact person of the controller.</p> <p>Provided that the data subject requests the above copy more frequently than once a year, the controller will charge a reasonable fee based on administrative costs.</p> <p><u>Right to rectification</u></p> <p>The data subject has the right to obtain from the controller without undue delay the rectification of inaccurate and incorrect personal data concerning them. The request should be addressed to the controller's contact person.</p> <p><u>Right to restrict processing</u></p> <p>The data subject has the right to obtain from the controller a restriction of processing, for example when the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data. Where processing has been restricted, such personal data shall, with the exception of storage, only</p> |

be processed with the data subject's consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the European Union or of an EU member state.

Right to object to the processing of data

Where data are processed for the performance of a task carried out in the public interest, the data subject may object on grounds relating to their particular situation. In such cases, processing must be stopped unless the controller can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or the processing is necessary for the establishment, exercise or defence of legal claims.

Right to erasure

This right does not apply, for example, if the processing is necessary for compliance with a legal obligation under Union or Member State law to which the controller is subject or if the processing is carried out for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. Nor does the right apply, for example, where processing is necessary for archiving purposes in the public interest, or where the right to erasure is likely to prevent or greatly complicate such processing. The data subject has the right to ask the controller to erase personal data concerning them without undue delay, for example if the personal data are no longer necessary for the purposes for which they were collected or otherwise processed, if the data subject objects to the processing on the basis of Article 21(1) and if there are no legitimate grounds for the processing, or the personal data have been unlawfully processed.

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

Right to lodge complaint with supervisory authority

Without prejudice to any other administrative or judicial remedy, every data subject has the right to lodge a complaint with a supervisory authority, in particular in the member state of their habitual residence, place of work or place of the alleged infringement, if the data subject considers that the processing of their personal data infringes the General Data Protection Regulation. This right is without prejudice to other administrative appeal or legal remedies.

In Finland, the national supervisory authority is the Data Protection Ombudsman: tietosuoja@om.fi, tel. +358 295 666 700.