DOCUMENT PUBLICITY DESCRIPTION

Content and purpose of the description

The Academy of Finland is an information management entity referred to in the Finnish Act on Information Management in Public Administration (906/2019). In order to comply with the principle of openness, the Academy maintains a description of its data repositories and case register as referred to in the Act. The purpose of this description is to help citizens submit their requests for access to official documents as required under section 13, subsection 1 of the Act on the Openness of Government Activities.

Additionally, the purpose of the document publicity description is to provide an overview of how the Academy’s case register and information management in its services are structured. The descriptions of datasets provide a direct link to the service in question, where it is available online. The description is maintained and updated regularly to ensure that the information it contains is correct.

Requests for access to documents and information

Citizens are asked to address all requests for access to documents and information primarily by email to the Academy of Finland’s Registrar’s Office:

Academy of Finland, Registrar’s Office

PO Box 131

00531 Helsinki, Finland

Tel. + 358 295 335 049

Email: kirjaamo(at)aka.fi

When requesting access to a document or information held by the Academy of Finland, the request should be detailed enough to enable the Academy to determine which document or information the request concerns. If necessary, the Registrar’s Office will assist the person submitting the request in identifying the document containing the requested information. A request for access to information must pertain to a specific, existing document or information. The Academy has no obligation to prepare new documents on request.

The person submitting the request need not identify themselves or justify their request, unless this is necessary in order for the authority to exercise its discretion laid down in the law or to determine if the person has the right to access the information contained in the document. If the document the request concerns contains personal data, the person submitting the request must complete a personal data disclosure form before the Academy can disclose the document.

A fixed fee is charged for any photocopies. Additionally, the person submitting the request will be charged separately for the time spent gathering the requested documents, compiling register data, making a data transfer or producing datasets, as well as for any costs incurred from mailing the documents. Documents are not available for private individuals or organisations to borrow.

Data protection

The Academy of Finland’s website contains a description of data protection as well as separate privacy policy statements describing how personal data are processed in different functions or systems. The descriptions explain the intended use of personal data and the legal basis of their processing in each situation, what data are processed, how the data are obtained, to whom data are disclosed, if the data are processed in third countries, and how the data are stored. The descriptions also contain more detailed information on the data subject’s rights.

[See the privacy policy statements and description of data protection on the Academy’s website.](https://www.aka.fi/en/contacts/data-protection-in-the-academy-of-finland/)

Academy of Finland’s data repositories and case registers

A data repository means a collection of datasets used by the Academy of Finland to manage its tasks or other activities and that is processed using information systems or manually.

*Case management system*

The case management system is used to process matters and documents, including registration of pending matters, preparation of and decision-making on registered matters, delivery of decisions and other documents to data subjects, and archiving of metadata and documents related to registered matters following the records management plan and data archiving plan.

*Research funding information systems*

The research funding process, such as the processing of applications and payments, providing information on decisions and maintaining a public search function for funding decisions, is handled in the research funding information systems.

Funding applications are submitted and reviewed, decisions are made, and reports are submitted in an online service (SARA). Payment matters are handled in the Salli system. Application data are stored in a data repository for statistical and analytical purposes.

The Academy prepares statistics on its autumn call each year. The statistics contain information on the number of applications and funding decisions, and the proportions of applicants and funding recipients.

Read more on the Academy’s website under [Application and funding statistics](https://www.aka.fi/en/about-us/data-and-analysis/application-and-funding-statistics/).

If permitted by the recipient, information on research funding decisions can be found on the Academy’s website under [Search funding decisions](https://www.aka.fi/en/research-funding/peer-review-and-funding-decision/funding-decisions/search-funding-decisions/) using the WebFocus system.

*Academy of Finland’s permanent archive*

The archive contains paper documents designated for long-term or permanent preservation. All documents from 2012 or later can be found in electronic format in the case management system or the Academy’s other information systems. Documents produced before 1970 have mainly been transferred to the National Archives of Finland. All requests for access to information concerning archived materials should be addressed to the Academy’s Registrar’s Office.

*Academy of Finland’s brochures and publications*

The Academy of Finland’s brochures and publications from 2011 and later are freely available on the Academy’s website under [Publications](https://www.aka.fi/en/about-us/data-and-analysis/publications/).

*State of scientific research in Finland*

The Academy of Finland reviews the state of scientific research in Finland in order to produce data to support the development efforts of higher education institutions and government research institutes and to strengthen the knowledge base available to science policy stakeholders. The materials produced include regular statistical and bibliometric analyses of research funding, research personnel and scientific publishing, scientific impact and publication cooperation. The focus of these reviews is both on the country level and on groups of disciplines and organisations. In-depth thematic analyses are also published.

[See state of scientific research in Finland materials on the website.](https://www.aka.fi/en/about-us/data-and-analysis/state-of-scientific-research-in-finland/)

*Staff search*

You can search for staff members’ contact details on the website, for example by name, area of responsibility or job title.

*LYYTI event management system*

The Academy of Finland uses its event management system Lyyti for information provision on its activities, event management and event registrations as well as for conducting surveys.

*Xpert Search*

A free expert search tool for journalists. It can be used to find a scientist by a journalist needing an expert, interviewee or provider of background information for an article. The service covers all Finnish universities and almost all research institutes. It is maintained by the Academy of Finland. [Xpert Search website](https://www.etsixpertti.fi/en/frontpage/)

*Questions and feedback, Academy of Finland’s helpdesk*

Questions and feedback (i.e. the helpdesk) is a service through which the Academy’s clients or any other individuals can pose questions and give feedback to the Academy, as well as ask for advice. The Academy’s staff can submit service requests related to handling internal practical matters through the service. The Academy’s staff respond to the questions and feedback in the service. Web address of the service: [www.aka.fi/feedback](http://www.aka.fi/feedback)

*Image and media bank*

Presentation of the Academy’s work and research funding, news and information activities. Images published in the Academy’s image bank can be used freely. The image bank contains photographs of person and events, logos, brochures and videos. You can email our Communication Services at viestinta(at)aka.fi to enquire about other images. Go to the image bank via [Media services](https://www.aka.fi/en/about-us/whats-new/media-services/) on our website.

Publicity and secrecy of documents related to reviews of applications and decision-making by the Academy

This section describes publicity and secrecy issues pertaining to documents related to reviewing applications and decision-making with the purpose of helping those looking for information.

We publish up-to-date information on the Academy’s work on our website. If you cannot find some public information you need on our website, you can contact the Registrar’s Office to request access to it.

Application documents: public in principle

Official documents are public unless their openness is specifically restricted by law. Everyone has the right to access the information contained in a public document. ([Act on the Openness of Government Activities 621/1999 (PDF)](https://www.finlex.fi/fi/laki/kaannokset/1999/en19990621_20150907.pdf))

All requests for access and questions concerning the openness of documents should always be addressed to the Academy's Registrar’s Office (kirjaamo(at)aka.fi). Public information may be disclosed as a response to a request for access. The authority will assess the openness, secrecy and data protection issues related to the requested documents in each individual case. An interested party (applicant) has a more extensive right to access information than the general public.

A funding application and its attachments are public documents, with the exception of some parts that are secret as a rule, including a research plan, plan of intent, abstract and progress report on a research project (section 24, subsection 1, paragraph 21 of the Act on the Openness of Government Activities). This is why a CV submitted to an authority, for example, should not contain secret information (e.g. health data or information on private life).

In addition to the Act on the Openness of Government Activities, the Academy complies with data protection legislation. A privacy policy statement compliant with the [EU’s General Data Protection Regulation (2016/679)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32016R0679) on the personal data file for research funding can be found on the Academy's website under [Privacy policies](https://www.aka.fi/en/contacts/data-protection-in-the-academy-of-finland/). Application documents, such as CVs, may include personal data concerning persons other than the applicant. The applicant is responsible for disclosing these personal data to the Academy. In accordance with the data protection principles, this means that the applicant must inform the relevant persons of this and, if necessary, obtain their consent for disclosing the data.

*Some application documents are confidential*

As a rule, official documents are public. This rule is restricted under the Act on the Openness of Government Activities, which lists the grounds for secrecy. Under this Act, secret documents include plans of intent, research plans and expert opinions as a rule. Abstracts and research progress reports are also secret to the extent that the documents contain information on a research plan or a review issued on it (section 24, subsection 1, paragraph 21 of the Act on the Openness of Government Activities).

Information that is secret or subject to the obligation of nondisclosure may not be disclosed, shown or handed over to a third party. The obligation of nondisclosure applies to both those who have an employment relationship with the Academy of Finland and those in a position of trust. The obligation of nondisclosure continues to apply when the employment relationship is no longer valid, or when the person no longer holds the position of trust if the document or information remains secret.

Expert reviewers undertake to comply with the obligation of nondisclosure. They may not provide any information on the application documents and expert opinion to third parties, nor may they use the information obtained from these documents for their personal advantage, or for the advantage or disadvantage of any other person. After the review, all application documents and any copies made of them in the reviewers’ possession must be destroyed. The obligation of nondisclosure also applies after the review has been completed.

*Information on decision-making on the Academy’s website*

A search function is provided on the Academy’s external website where anyone can find information on decisions to grant funding. Subject to the funding recipient’s consent, information on funding decisions can be found on the website using the WebFocus system under [Search funding decisions](https://www.aka.fi/en/research-funding/peer-review-and-funding-decision/funding-decisions/search-funding-decisions/).

Once a funding decision has been made, the Academy also publishes the names, titles and institutions of the experts who participated in reviewing the applications, subject to the reviewer’s consent. Information on experts and other statistics can be found on the Academy's website under [Application and funding statistics](https://www.aka.fi/en/about-us/data-and-analysis/application-and-funding-statistics/).

The Academy’s funding decisions are made by elected bodies. For more information on decision-making and decision-makers at the Academy of Finland, see the Academy’s website under [How decisions are made](https://www.aka.fi/en/research-funding/peer-review-and-funding-decision/how-decisions-are-made/).

*Interested party’s right to access information*

Applicants receive a review of their research plans once the funding decision has been made. In this review, the applicant can see the names of the review panel members or individual reviewers. Under the Act on the Openness of Government Activities, a party also has a right of access to a secret document if the document may influence or may have influenced the consideration of their matter. By submitting a request for access to information the applicant, but only the applicant, can exert their right to access an expert opinion, draft opinion or other review concerning them. A party may not disclose to third parties secret information that concerns persons other than themselves obtained because of their status as an interested party.

**NB: Under the Academy of Finland’s guidelines on the review and decision-making process, contacting reviewers is prohibited.**

Published on 7 June 2022