

## **Privacy policy statement for Academy of Finland's stakeholder mailing list (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](mailto:kirjaamo@aka.fi)

Telephone number (switchboard): +358 295 335 000

### **3. Data protection officer's contact information**

Email: [tietosuoja@aka.fi](mailto: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).

As a public authority, the Academy of Finland must also be transparent, 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). In this case, 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. 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)). Information (e.g. special diets) belonging to different personal data groups is processed only with the explicit consent of the data subject.

### **5. Data subject groups and personal data groups**

The data subjects are:

- clients central to the Academy's activities (e.g. management and experts at universities and research institutes, representatives of cooperation groups, decision-makers and elected officials in government administration and business companies, collaborative groups for the scientific community, organisations)



- Academy-funded researchers, research group leaders and representatives of research organisations
- 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 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).

### **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. The right of public access is regulated under the Finnish 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. To maintain the service, the Academy delivers personal data to be processed by an external service provider with due attention to data protection legislation.

### **7. Transferring 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 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 checked and updated with one-year intervals. If the person is no longer in an employment relationship with the organisation or no longer holds the position in question, the personal data will be removed from the system. Information on special diets are removed after the event. 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.

**9. From which source the personal data originate if not obtained from the data subject**

The data are collected from publicly available sources (e.g. websites) and on request by individual persons or stakeholders of key importance to the Academy's activities.

**10. Rights of data subjects****10.1 Right of access**

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. 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.

**10.2 Right to rectification**

The data subject has the right to obtain from the controller without undue delay the rectification of inaccurate and incorrect personal data concerning them.

**10.3 Right to restrict processing**

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. 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**

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, tel. +358 295 666 700 or tietosuoja@om.fi. If you have any requests concerning the rights of the data subject, please contact us at kirjaamo@aka.fi.