

## **Privacy Policy (register of grants)**

**Law on the Handling of Personal Data (523/1999) §10 and §24**  
**EU General Data Protection Regulation 2016/679, applicable from 25.5.2018**  
**Document created 21.5.2018**

### **1. Name and address of registrar**

Societas Scientiarum Fennica (Finnish Society of Sciences and Letters, referred to below as “the Society”),  
Pohjoinen Makasiinikatu 7 A 6,  
00130 Helsinki.  
Tel. +358-9-633 005  
[societas@scientiarum.fi](mailto:societas@scientiarum.fi)  
Reg. no.: 0201172-3  
Contact person: Ann-Christin Geust

### **2. Name of register**

Suomen Tiedeseuran apurahojen hakemusjärjestelmä ja käsittelyjärjestelmä (Societas Scientiarum Fennica – Register of Grant Applications and their Processing).

### **3. Purpose of the register and its use of personal data**

Personal data are handled in pursuit of the legitimate interests of the Society’s funds and foundations, for the purpose of accepting and processing applications for grants and for the subsequent payment of such grants and monitoring of the use made of them.

### **4. Content of the register data**

The register contains electronically recorded information concerning persons applying for grants, principally information supplied by the applicants themselves, such as:

Name  
Contact information (street address, phone number, email address)  
Date of birth  
Language of correspondence  
Academic degree  
Position  
Place of work  
Membership of the Society (yes/no)  
Responsible leader for the research

Members of the research team  
Title or short description of the research  
Type of grant applied for (research grant / travel grant / grant from the Hamberg Fund)  
Sum applied for and itemization  
Section or fund from which the grant is applied  
Place for the research  
Date for the research  
Duration in months with this grant  
Time of completion of the research  
Recipient of the grant (the applicant personally / a team member)  
Persons from whom references may be obtained  
Grants awarded by the Society during the three last years  
Pending applications for this purpose  
Other grants awarded for this purpose  
Documents appended to the application, e.g. CV, list of publications, research plan or programme)  
Agreement to be informed by email of the progress of the application

Information other than the above that has been mentioned in the application.

In the event of the grant being awarded the following data regarding the applicant will be recorded electronically in the register:

Social security number\*  
Bank account number  
Payment details and transaction records  
Fund or account from which the grant was paid  
Data on the occasion when the decision was made  
Any changes to or cancellations of the grant  
Final date for submitting a report on the use made of the grant  
The applicant's report on the use made of the grant

\*The applicant's social security number (or personal identity number) is recorded as a legal safeguard for both the applicant and the instance awarding the grant. The latter is required by law to submit to the tax authorities an annual report on all the grants awarded by it and to provide the Farmers' Social Insurance Institution (referred to below as Mela) with the same information, and the social security number is essential for both of these purposes.

## **5. Regular sources of information**

The data recorded concerning applicants and their applications are obtained entirely from the applicants themselves. Further data on discussions held with applicants, concerning matters such as withdrawals, refunds, changes of plan or revised estimates of the duration of the research work, may then be added later.

Supply of the necessary personal information to the registrar is an essential condition for the acceptance and processing of an application.

## **6. Regular submission of information**

Information on the payment of grants and prize money is transferred automatically to the tax authorities, and also to Mela, which supervises the provision of social insurance for the recipients of grants (MYEL 141 b §). The provision of this information is a statutory requirement.

Information and documents will also be handed over to experts called up to review grant applications, members of the Society's governing body and Society staff, and may also be seen by outsiders employed to provide technical support. The information necessary for making the grant payments is entrusted to a specifically named employee of Nordea Bank Oyj. Access to all the information detailed here requires use of a personal password and is subject to full confidentiality.

Information on grants and prizes awarded by the Society is published on the Society's web pages and in its Annual Report and its yearbook *Sphinx*. The following details concerning individual recipients are published on these occasions:

Name  
Academic degree  
Sum awarded  
Title of the research

No data are supplied or transmitted outside the EU or the European Economic Area.

## **7. Principles of data protection**

Only certain specific people have access to the register, and then only for the discharge of their duties. Access requires the writing of a user name and a password, and the Society's data network and the equipment with which the register is used are protected by a firewall and other technological security measures.

All the Society's staff handle personal data in full confidentiality.

Applicants' links to the network service for the processing of grant applications are protected by SSL encryption.

## **8. Storage of data**

Grant applications, awards and recipients' reports are saved for 15 years in a computerized archive to which only specific persons in the Society's office have access. After that time they are transferred to the Society's general archives to be stored for an indefinite period.

Sensitive items such as social security numbers and bank account numbers are saved only for so long as they are needed for transactions connected with the grant award and are deleted at the latest 13 months after the applicant's report on the use of the grant has been approved, provided, of course, that the statutory requirements regarding the preservation of accounts for fiscal purposes have been met.

## **9. Right to check data**

Persons whose data are recorded in the register are entitled to check these data and may do so free of charge at a maximum frequency of once per year (12 months). A request to check personal data should be made in writing and signed by the applicant in person or in the presence of the registrar. The request should be addressed to the Society and sent to the street address given in paragraph 1.

This right to check personal data does not extend to statements concerning applicants that are made by others nor the contents of such statements.

## **10. Correction of data**

Persons whose data are recorded in the register are entitled to demand that any erroneous data concerning themselves should be corrected. A suitably detailed request for correction should be made in writing, addressed to the Society and sent to the street address given in paragraph 1.

Anyone who perceives that the handling of his or her personal data in connection with a grant application has contravened the Data Protection Regulation is entitled to lodge a complaint with the relevant supervisory authorities.