

DATA PROTECTION DESCRIPTION OF TIINA AND ANTTI HERLIN FOUNDATION

1. Controller	Tiina and Antti Herlin Foundation Kartanontie 1 FIN - 00330 Helsinki Finland info@tahsaatio.fi
2. Contact person	Riikka Ihamuotila general secretary riikka@tahsaatio.fi
3. Name of the data file	Register of grant applicants, grant recipients and grant payments.
4. Purpose of processing personal data / Purpose of use of the data file	<p><u>Register of grant applicants:</u> for the decision making process of grants to be awarded</p> <p><u>Register of grant payments:</u> for the payment of grants awarded and their follow-up, for notifications to be made to the Finnish officials</p> <p><u>Register of grant recipients:</u> for follow-up of the progress of the awarded research/projects, and for making of the required reports by grant recipients</p>
5. Contents of the data file	<p><u>Register of grant applicants:</u> The grant applicant's name, title or profession, contact info, date of birth or business ID, purpose of use of the grant applied, names of the members of the prospective research/work group, applied grant amount and time period, grants previously granted by the TAH Foundation, degrees completed by the applicant, references, other grants previously received by the applicant, pending grant applications and other information and attachments provided by the applicant.</p> <p><u>Register of grant payments:</u> In addition to the information provided above, social security number, bank account number, date when grant awarded, amount and payment details.</p>

Register of grant recipients:

In addition to the information provided above, the following information provided by the applicant who has been awarded a grant: information relating to such research/project and its progress, outcome, publications and other information as provided by the successful applicant in his/her reports and relevant attachments.

6. Regular sources of data

Information provided by the applicant.

7. Regular destinations of disclosed data

Grants awarded are published on the website of Tiina and Antti Herlin at www.tahsaatio.fi and in the annual report of the Foundation. The Foundation notifies the tax authorities and the Farmers' Social Insurance Institution of the grants awarded and their recipients, in accordance with Section 141b of the Farmers' Pension Act.

8. Data transfers outside of EU or EEA

No such transfers.

9. Principles of data file protection

A. Manual material (place of storage and protection)
In locked and technically access controlled facilities.

Successful applications will be stored for a period of ten years from the grant decision. Rejected applications will be destroyed within one year of the ending of the respective application period.

B. Electrical material (principles of management of register and access-control and physical protection of equipment)

Only pre-approved persons are granted the right to use the register. Access to the data requires a login username and password. The connections are protected by SSL-encryption.

The web service provider, Aspicore Oy, is responsible for the protection of the relevant equipment. All equipment is located in a access-controlled data center with 24 hour supervision, with proper fire protection and a system for fire alarm and reserve power. Such premises fulfil the requirements set forth by Office of Communications for such equipment (Viestintävirasto 48 A/2003, "Import premises").

10. Right of audit

The grant applicant and recipient have the right to audit their personal data included in the register maintained by Tiina and Antti Herlin Foundation. The audit is free of charge if requested not more than once a year.

Request for audit is to be presented with a personally signed written letter addressed to:

*Riikka Ihamuotila, general secretary
Tiina and Antti Herlin Foundation
Kartanontie 1
FIN - 00330 Helsinki*

11. Rectification of data

The grant applicant and recipient have the right to demand that incorrected personal data in register maintained by Tiina and Antti Herlin Foundation is rectified. Such request for rectification is to be made in writing and in a specified manner.

12. Other rights relating to processing of personal data

According to Article 30 of the Personal Data Act “the subject of personal data has the right to deny the maintainer of the register to process data pertaining to him/herself for the purposes of direct advertising, sales, and other direct marketing or market research and polling, as well as person registers and genealogy”.

Tiina and Antti Herlin Foundation does not process personal data for the purposes described above

The ban, as described in Article 30 of the Personal Data Act, is to be addressed to the general secretary of the Foundation and addressed to the address as specified in section 1 of this description.