



JANE AND AATOS
ERKKO FOUNDATION

The Jane and Aatos Erkkö Foundation's register description

1. Data controller	Jane and Aatos Erkkö Foundation 1758434-8 P.O. Box 144, 00101 Helsinki, Finland tel: +358 9 6120 6210 saatio@jaes.fi
2. Person in charge of data protection	Secretary general Marja Leskinen mkl@jaes.fi
3. Name of the register	Register of applicants for donations and scholarships and register of recipients of donations and scholarships
4. Purpose of processing personal data / purpose of the register	Personal data is processed to enable the purpose of the operations of the Foundation (legitimate interest). Register of applicants for donations and scholarships: A register of applications for donations and scholarships addressed to the Jane and Aatos Erkkö Foundation maintained for the purpose of making decisions on donations and scholarships. Register of recipients of donations and scholarships: A register maintained for the purpose of paying the granted donations and scholarships and monitoring the payments, as well as reporting the payments of donations and scholarships to the authorities. In addition, use for the purpose of research is possible.



JANE AND AATOS
ERKKO FOUNDATION

<p>5. Information content of the register</p>	<p>Register of applicants for donations and scholarships: Name, title or occupation of the applicant for a donation or scholarship, their contact details, date of birth or business ID, the purpose or type of the donation or scholarship applied, amount and time of application of the donation or scholarship applied, degrees the applicant has, persons providing their recommendations, donations and scholarships received over the past three years as reported by the applicant, other pending applications for donations and scholarships as reported by the applicant, statement forms provided by the applicant and any other appendices to the application submitted by the applicant for a donation or scholarship (examination certificates, CVs, portfolios, annual reports, etc.).</p> <p>Register of recipients of donations and scholarships: In addition to the above, personal identity number, bank account number, date of granting and amount of the donation or scholarship, payment information of the donation or scholarship and reporting.</p>
<p>6. Regular sources of data</p>	<p>The data is regularly obtained from the applicant for a donation or scholarship and, where necessary, from other parties offering financing. By submitting an application or payment request, the applicant agrees to the processing of their data in accordance with the purpose of use.</p>



JANE AND AATOS
ERKKO FOUNDATION

<p>7. Regular disclosure of the data</p>	<p>The granted donations and scholarships are published on the website of the Jane and Aatos Erkkö Foundation at www.jaes.fi, as well as in the Foundation's annual report. The paid donations and scholarships are reported to the tax authority and the Farmer's Social Insurance Institution Mela in accordance with section 141 b of the Farmers' Pensions Act.</p> <p>If necessary, an applicant's data may be disclosed to another foundation. Data is only disclosed to the extent that it is necessary.</p> <p>In addition to employees and officials of the Jane and Aatos Erkkö Foundation, external evaluators handle applications for donations and scholarships.</p>
<p>8. Principles of protecting the register</p>	<p>Manually handled material (place of storage and security)</p> <p>Inside the locked premises of the Jane and Aatos Erkkö Foundation in Helsinki, Finland.</p> <p>Data stored in IT systems (the principles of access rights to the register, access control and physical protection of the equipment)</p> <p>IT equipment is stored in a restricted facility protected with access control. Access rights are only issued to named persons, and a password is required for access.</p> <p>The connection of applicants to the application online service is secured with SSL encryption.</p> <p>Persons handling personal data are under an obligation of secrecy.</p> <p>The supplier of the register operating service, Datalink Oy, is responsible for the security of the server equipment. The equipment is placed in a datacentre with access control, monitoring around the clock, a fire alarm system, automatic notification forwarding, a fire extinguishing system and an uninterrupted back-up power source.</p>



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ERKKO FOUNDATION

<p>9. Storage of personal data</p>	<p>Data concerning rejected applications for grants is deleted at the end of the corresponding year on which the application was processed, except for data needed for statistical purposes and the purposes of scientific or historical research (see Article 89 of the General Data Protection Regulation).</p> <p>Data on awarded grants (including applicant data and the basis for awarding) is stored for the period required by the Accounting Act. Data appended to decision protocols is stored permanently.</p>
<p>10. Right of inspection and the implementation of the right of inspection</p>	<p>Applicants for and recipients of donations and scholarships have the right each year to inspect the data concerning them contained in the Jane and Aatos Erkkö Foundation's registers. The inspection does not cover the evaluation information related to the application.</p> <p>The request to inspect must be made personally with a signed letter to the address: Secretary general Marja Leskinen, Jane and Aatos Erkkö Foundation, P.O. Box 144, 00101 Helsinki, Finland.</p>
<p>11. Rectification of data and implementing the rectification of data</p>	<p>Applicants for and recipients of donations and scholarships have the right to request the rectification or deletion of incorrect data contained in a register of the Jane and Aatos Erkkö Foundation. The request for rectification must be made in writing and clearly specified.</p>