

October 28, 2022

## Jane and Aatos Erkkö Foundation Privacy Policy

### 1. Data controller

Jane and Aatos Erkkö Foundation  
Business ID 1758434-8

P.O. Box 144, 00101 Helsinki, Finland  
+358 9 6120 6210

[saatio@jaes.fi](mailto:saatio@jaes.fi)

### 2. Person in charge of data protection

Hanna-Mari Peltomäki, Foundation's Secretary General  
[hanna-mari.peltomaki@jaes.fi](mailto:hanna-mari.peltomaki@jaes.fi)

### 3. Names of registers

Register of grant applicants, register of grant recipients and register of stakeholders.

### 4. Purpose of processing personal data / purpose of the register

Personal data is collected and processed to enable the purpose of the operations of the Foundation (legitimate interests). The Foundation also has a statutory duty to collect personal data among other things for the purpose of notifying the authorities of grants and donations awarded. The purpose of processing personal data is also to produce information and other communications related to stakeholders.

Register of grant applicants:

Register of grant applications addressed to the Jane and Aatos Erkkö Foundation for making decisions on grants.

Register of grant recipients:

For monitoring and payments of grants awarded and for notifying the authorities of the payment of grants. In addition to this for any statistical or research use.

#### Register of stakeholders

For producing information and communications for Jane and Aatos Erkko Foundation stakeholders.

### **5. Information contents of the register**

#### Register of grant applicants:

The grant applicant's name, title or occupation, contact information, personal or business identity code, gender (optional), purpose or nature of the grant applied for, the amount and application period of the grant applied for, degrees completed by the applicant, referees, funding received over the previous three years notified by the applicant, other funding applications pending notified by the grant applicant, recommendations and statements, other appendixes (degree certificates, CVs, portfolios, research or project plan, list of publications, annual reports etc.) submitted by the applicant and any relevant email communications between the Foundation and applicant.

#### Register of grant recipients:

In addition to the information above, the date and amount of the grant awarded, account details for the payment of grants and interim and final reports.

#### Register of stakeholders

Name, title or occupation of contact person, name of organization, contact information.

### **6. Regular sources of information**

Information is obtained regularly from grant applicants and if necessary from other parties offering financing. Information on the external referee and reference are obtained from the referee at the request of the grant applicant. By submitting an application or request for payment, the applicant consents to the processing of their data in accordance with the purposes. Contact information for the purposes of information and other communications is obtained directly from the data subjects themselves. In addition contact information is collected and updated from stakeholders' public information sources.

### **7. Cookie policy**

A cookie is a small text file that a website stores on the visitor's computer when browsing a website and which notifies the website each time the visitor visits the same site. The Jane and Aatos Erkko Foundation uses

cookies on its website to track traffic to the Foundation's website and the online service operating in conjunction with it. Cookies are not used for marketing or advertising purposes. Cookies can be disabled or browser settings changed to alert to cookies.

## **8. Data processors and regular disclosure of information**

Information on grant applications and grants awarded are processed by Jane and Aatos Erkko Foundation staff, Board of Trustees, external experts and administrators of electronic systems with whom the Foundation has an agreement on the processing of personal data.

Information in the Register of stakeholders is processed by Jane and Aatos Erkko Foundation staff and administrators of electronic systems with whom the Foundation has an agreement on the processing of personal data.

Grants awarded are published on the website of the Jane and Aatos Erkko Foundation [www.jaes.fi](http://www.jaes.fi), in the Foundation's annual report and in communications.

Grants paid are notified to the tax authority and to the Farmers' Social Insurance Institution Mela as required in accordance with section 141 b of the Farmers' Pension Act (1280/2006).

The applicant's information may, where necessary, be disclosed to another party offering financing. Information is disclosed only to the extent necessary. Information might have to be disclosed to the authorities or administrators of justice where there is a legal requirement to do so.

All the persons referred to above who process data have a duty of secrecy regarding the personal data registered in the Foundation's registers.

## **9. Transfer of information out of the EU or EEA**

As a rule, the Jane and Aatos Erkko Foundation processes and stores personal data in the EU or European Economic Area. However, the Foundation may use service providers processing personal data also outside these areas. In such cases, data protection is ensured as required by data protection regulation.

## **10. Protection of personal data**

The Jane and Aatos Erkko Foundation protects the data using the necessary technical and organisational measures.

As processors of the personal data in accordance with agreement, the suppliers of the grant system and archive system suppliers ensure protection of the data using the necessary technical and organisational measures and process the data only in accordance with the agreement and mandates with the Foundation.

The persons processing the data have a duty of secrecy.

The manual material is stored in locked premises in the office of the Jane and Aatos Erkko Foundation where only authorised persons have access.

#### **11. Storage of personal data**

Information on rejected grant applications is erased at the end of the year of application, except for information needed for statistical, scientific or historical research purposes (see Article 89 of the General Data Protection Regulation).

Information on grants awarded are stored for the period required by the Accounting Act (incl. applicant's data, award criteria).

Notes to the decision records are stored permanently.

#### **12. Right of access and implementation of the right of access**

Grant applicants and grantees have right of access each year to information about themselves in the Jane and Aatos Erkko Foundation registers. The Foundation does not disclose evaluations and statements about applications to applicants.

Requests for access must be made by personally signed letter to:

Secretary General Hanna-Mari Peltomäki  
Jane and Aatos Erkko Foundation  
P.O. Box 144  
101 inki

#### **13. Rectification of data and implementing the rectification of data**

Grant applicants and grantees have the right to request the rectification of inaccurate information in the Jane and Aatos Erkko Foundation register.

Requests for rectification must be made specifically and personally signed letter to:

Secretary General Hanna-Mari Peltomäki  
Jane and Aatos Erkko Foundation  
P.O. Box 144  
00101 Helsinki

#### **14. Erasure of information**

On request, the Jane ja Aatos Erkko Foundation can erase the applicant's/grantee's/data subject's information from its register where one of the following criteria is met:

- the personal data is no longer needed in relation to the purposes for which it was collected or otherwise processed,

- the data subject withdraws their consent on which processing is based and there is no other legal basis for processing,
- the personal data has been used unlawfully.

Requests for rectification must be made specifically and personally signed letter to:

Secretary General Hanna-Mari Peltomäki  
Jane and Aatos Erkko Foundation  
P.O. Box 144  
00101 Helsinki

For more information about the rights of data subjects go to:  
<https://tietosuoja.fi/en/rights-of-the-data-subject>