

Data Privacy Policy of the Biomedicum Helsinki Foundation

1. Controller of registry

Name: Biomedicum Helsinki -säätiö s.r.
Trade registry number: FI08728469
Postal address: PO Box 700, 00029 HUS

2. Name of registry

Biomedicum Helsinki Foundation Grant System

3. Contact person for registry

Proxy of the Foundation: Tomi Mäkelä
E-mail: saatio@biomedicum.fi
Phone: +358 400 716 149 (coordinator Emilia Carlsson)

4. The purpose and legal basis for processing of personal data

The collected personal data is used for handling grant applications and rewarded grants, for communication with applicant, as well as for improving digital services. Data maintained in the registry includes information provided during grant application, information for payment of the grants and information provided when reporting on the use and outcomes of the grant. The registry contains contact information for the applicant and possible members of the workgroup collected during the application process. Possible contact information for referees provided by the applicant are also maintained in the registry.

In addition, payment information of grants, information on the applicants' use of the grant system and technical information, such as login information will be collected. Internal messaging between the registered applicant and the registry operator will be stored. Information on the applicant will be stored and handled based on consent of the applicant and legitimate interest of the registry operator. Also, the registration of other persons is based on consent. For the application to be accepted for handling, personal data for applicants and persons in attachments must be given in the application form. If adequate personal data is not given, the application may be rejected.

5. Regular disclosures of personal data and transfers to third parties

Personal data is handled by the foundation proxy, the referees appointed by the foundation, the board of the foundation, technical support, appointees of an accounting service provider, and accountants of the foundation. Information is shown only to the extent it is necessary for the functions of the receiving party.

6. Principles of register protection

A personal username is needed to enter the registry. The administrator defines the level of entrance for users. A personal password is required to sign into the system, and the system is used through a secure SSL connection. The use of the register and login information is monitored. The information is stored in the system database, which is protected by various technical measures. Servers for cloud service are located in locked and guarded facilities, to which access is given only to nominated persons.

7. Principles of storing personal data

Usernames and connected personal data

- usernames are stored, if the user has unfinished applications, which have not been marked as finished
- if the username has been inactive for two years, and does not have any active applications, the username will be removed from the system

Unfinished applications

- the applicant can remove any unfinished applications from the system
- the foundation removes any unfinished applications within 12 months after the call for grants has closed

Grading of the applications

- grading information of the applications will be removed within 3 months of completed grading

Applications not funded

- the foundation removes or anonymizes not funded applications within two years of the decision. Anonymization removes all personal data from the application.

Funded applications with attachments and reports

- the foundation removes bank account numbers and personal data related to funded applications within two years after the final report on the use of the grant has been approved
- other information is stored long term for getting historical data and statistical use

Messages

- all messages concerning an application will be removed with the application or when they are of no more use

8. The rights of the data subject

Username

As an applicant you can log in to the grant system and see all the information you have provided to the registry by opening the preview of the application. You can update your contact information at settings-personal information. You are obliged to correct any incorrect information. If you have any requests or questions regarding this, please contact the foundation proxy with an internal message.

You do not have the right to see saved grading of the application or information collected for statistical purposes. You have the right to cancel an application, which will then not be graded.

If an application has already been concluded, the information regarding the application can not be completely removed from the system. You can save your application in PDF format for yourself. You also have the right to report to regulatory authorities, if you find that your personal data has been used incorrectly.

9. Transfer of data to third parties

Information on grants rewarded to natural persons will be given to the Farmers pension act, if the amount and period for the use of the grant exceeds the limits decided by MYEL.

Information on grants rewarded to natural persons will be provided to tax authorities.

Basic information about rewarded grants, such as name, amount, research subject and abstract can be published on the foundation website and can be used in foundation communication.

The foundation can provide basic information on rewarded grants to other institutions that provide funding