

PRIVACY STATEMENT OF THE UNIVERSITY OF OULU SCHOLARSHIP FOUNDATION

Data controller

Name: The University of Oulu Scholarship Foundation

Business ID: 0195066-5

Postal address: Pentti Kaiteran katu 1, Oulu

Register name

Grant Management System of the University of Oulu Scholarship Foundation

The data controller's contact person

The Secretary of the Foundation, Hilikka Halonen

Email address: hilikka.halonen@oulu.fi

Phone number: +358294484145

Purpose and legal basis of the processing of personal data

The collected personal data will be used for processing grant applications and awarded grants, as well as for communication and to enable and develop monitoring the usage of the electronic service. Information given in the grant applications and information concerning the payments of awarded grants is stored in the register, as well as information concerning research and project progress and final reports.

Contact details of the grant applicant, members of the work group and referees of the applicant are collected. This information is collected from the grant applicants.

In addition, payment details of grants, information on the applicant's behaviour on the grant portal and technical information related to the portal's usage, such as log entries, are collected. Additionally, data about the internal communication within the grant system between the data subject and the data controller is collected.

Data about the grant applicant is stored and processed based on the applicant's consent. The registration of others is also based on their consent. The applicant must ensure beforehand, that the referee accepts being registered as a referee in the system.

In order for the application to be accepted for processing, the applicant is required to give personal data with an application form and its attachments. If sufficient personal data is not given, the application might not be processed.

Recipient groups of personal data

The personal data is processed by the Foundation's agent, the evaluators specified by the Foundation, the referees named by the applicant, the Board of the Foundation, technical support personnel, named members of the accounting company, accountants, other parties awarding grants. Data will be displayed only in so far as it is necessary for the operation of a recipient group.

Register security

Register access requires a personal user ID. Also, the key operator defines the level of access given to the users. Logging in to the system requires a personal password and the system uses an encrypted SSL connection. The use of the register and logging in details are monitored.

Data is stored in the service's databases, which are protected by firewalls and other technical means. The databases are located within the EU area in locked and guarded premises. Only certain pre-defined persons may access the data.

Storage time for personal data

User IDs and related personal data

- Inactive users will be removed from the system at the earliest two years after the last login event.

Unfinished applications

- The applicant can delete unfinished applications.
- The Foundation will remove unfinished applications when it is not necessary to store them for awarding grants, latest by 3 months since the end of the application period.

The application assessment data

- The assessment data will be removed within 3 months after the grant decisions are made.

The applications and their attachments

- The Foundation removes the attachments on both accepted and denied grant applications simultaneously with the applications. The applications and their attachments are kept for a period of retention as defined by the Finnish accounting act and decree.

Payment information

- Information is stored for a necessary period taking into consideration authoritative notices, possible audits and the period of retention as defined by the Finnish accounting act and decree.

Messages

- Messages related to the application will be deleted once the application is removed.

The data subject's right of access to their own information

User IDs

As the grant applicant/recipient you can log on to the system and view all of your stored data by opening a preview of the application form. You can view and change your current contact details from **Settings - Personal information**

You have the right and obligation to correct any incorrect information. If you have a request or a question regarding the matter, you can contact the Foundation's agent from the system via an internal message or you can send an email to the data controller's contact person.

However, you do not have the right of access to the assessment data of the application or information collected for statistical purposes.

You have the right to withdraw the application, in which case the application is not assessed. If the application has already been processed, the application information cannot be completely removed from the system.

You can download your application form in a PDF format from the system.

You also have the right to file a complaint to a supervisory authority, if your personal data has been processed incorrectly in your opinion.

Disclosure of information

Information regarding grants paid to natural persons will be disclosed to the Farmers' Social Insurance Institution.

Information regarding grants paid to natural persons will be disclosed to the Tax Administration.

The names of the grant recipients and the amounts as well as possibly the research/project abstracts will be published on the Foundation's website and annual report.

The Foundation may disclose information to other parties awarding grants.