

## DESCRIPTION OF DATA FILING SYSTEM

24 May 2018

Personal Data Act (523/1999), section 10

### DATA CONTROLLER:

Research Foundation of Lappeenranta University of Technology

Business ID: 0564859-4

Postal address: P.O.Box 20, 53851 Lappeenranta, Finland

Visiting address: Skinnarilankatu 34, 53850 Lappeenranta, Finland

email: info@lut-tukisaatio.fi

### PERSON RESPONSIBLE FOR DATA FILING SYSTEM

Timo Alho

info@lut-tukisaatio.fi

+358 40 5126324

Research Foundation of Lappeenranta University of Technology

### NAME OF DATA FILING SYSTEM:

Processing of grant applications and grants

### PURPOSE OF PERSONAL DATA PROCESSING

Processing of grant applications to the Research Foundation of Lappeenranta University of Technology and processing of grants awarded. An awarded grant constitutes an agreement between the applicant and the Foundation. Submitting a grant application is an act in preparation of that agreement and takes place on the initiative of the data subject. The Foundation stores the data necessary for the processing of the application.

The applicant's personal identity code is registered to ensure the legal protection of the grant applicant and the party awarding the grant. In addition, the party awarding the grant is legally obligated to disclose e.g. the personal identity codes of grant recipients to tax authorities and pension institutions in its annual reports on paid grants.

### CONTENTS OF DATA FILING SYSTEM

The following data concerning the data subject is stored:

- Contact information: name, address, phone number, e-mail
- Other information: personal identity code, bank account number
- Information on studies and degrees: degrees and where they were completed, number of credits, major subject, target degree of current studies, estimated graduation date, name of supervising professor, statement by supervising professor, applicant's research plan, publication list, destination for which a travel grant was awarded and the destination's statement on research collaboration.
- Grant information: amount and purpose of grant applied for, grants applied for and received for the same purpose, when the grant may be used, its payment schedule and identification

number.

#### DATA SOURCES

The information on the applicant and application is provided by the applicant and with his/her consent.

#### DATA TRANSFER AND DISCLOSURE BEYOND THE EU OR EEA

Information on paid grants (recipient's name, personal identity code, amount of grant, payment date) is disclosed on legal grounds to tax authorities, and regarding postgraduate grants, to the Farmers' Social Insurance Institution.

Data is not transferred beyond the EU or EEA.

#### SAFEGUARDS FOR DATA PROCESSING

##### *Manual data*

Manual data is stored in locked facilities. Grant applications are stored for at least 10 and no more than 15 years from the grant decision.

After grant decision meetings, the additional printed copies presented in the meeting are destroyed in a secure manner. The staff and board members of the Foundation are aware of their responsibility to store the materials carefully and destroy them securely.

##### *Electronic data*

Only those specifically authorised have a right to use electronic data. Access to the data filing system requires a username and password.

##### *Accounting firm*

The Foundation's accounting and payments are seen to by Azets Insight: [www.azets.fi](http://www.azets.fi)

#### RIGHT OF ACCESS

As a rule, everyone has the right of access to the data on them. The right of access is free of charge no more than once a year (12 months). Access to the data must be requested in writing with a personally signed letter or in person at the data controller's office.

The access request is addressed to the Research Foundation of Lappeenranta University of Technology and sent to the data controller (see address above).

#### RECTIFICATION OF DATA

Everyone has the right to demand the rectification of erroneous data in the data filing system. The rectification request should be made in writing and be sufficiently specific. The rectification request is addressed and sent to the data controller (see address above).

#### OTHER RIGHTS

Under the Personal Data Act, section 30, a "data subject has the right to prohibit the controller to process personal data for purposes of direct advertising, distance selling, other direct marketing, market research, opinion polls, public registers or genealogical research".

The Research Foundation of Lappeenranta University of Technology does not process data for these purposes. A written refusal regarding processing under section 30 of the Personal Data Act is addressed and sent to the data controller (see address above).