

## **PRIVACY POLICY**

**Date created: 29.6.2020**

**EU General Data Protection Regulation No. 2016/679:**

### **1. Data controller**

Institutum Romanum Finlandiae sr (FI02887506) Kalliolinnantie 4, FI-00140 Helsinki  
asiamies@irfrome.org

### **2. Data protection officer**

Eeva Talvitie asiamies@irfrome.org

### **3. Name of the register**

Contact register The data is hosted on the servers of the Grupo contact management system.

### **4. Purpose for processing personal data, i.e. the use and legal basis of the register**

To communicate with stakeholders and inform them about the activities and events of the Institutum Romanum Finlandiae Foundation and the Finnish Institute in Rome.

The legal basis for processing data is legitimate interest. Personal data is processed to enable the Foundation and the Institute to carry out its activities.

### **5. Data in the register**

Basic data about the person, such as name, job title, organization, email address, in some cases also postal address and telephone number, plus any opt-out.

### **6. Regular sources of data**

Those interested can subscribe to the Foundation's and the Institute's newsletters. The Foundation and the Institute also add to the register individuals from their stakeholder groups whom they wish to inform about events or activities. The data is obtained from the person themselves, for example in meetings, business cards, and email communications. In addition, data can be obtained from publicly available internet sources, from the press or, for example, at seminars and other meetings.

### **7. Regular disclosure of data**

The data will not be disclosed to anyone outside the Foundation and the Institute's staff.

### **8. Transfer of data outside the EU or EEA**

The data will not be transferred outside the EU or EEA.

### **9. Principles for protecting the data**

Access to the data is restricted to designated persons and requires a username and password.

#### **10. Data retention period**

Personal data is kept for as long as necessary for the purpose for which it is collected. The controller shall correct, erase or complete personal data which are inaccurate, unnecessary, incomplete or out of date for the purposes of processing, on its own initiative or at the request of the person concerned.

#### **11. Right to check**

You have the right to check your personal data, by making a request to the Foundation's data protection officer.

#### **12. The right to rectify**

You have the right to require the controller to correct inaccurate data about you, by making a request to the Foundation's data protection officer. Within one month of receipt of the request you will receive a reply or the reason for any delay.

#### **13. Other rights related to processing personal data**

You have the right to request that your personal data be erased, the right to object to your data being processed, and the right to lodge a complaint with a supervisory authority.

#### **14. Automatic decision-making**

The data will not be used as a basis for automated decision-making without explicit consent.