

# **PRIVACY POLICY**

**Date created: 22.3.2022**

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

## **1. Data controller**

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

## **2. Data protection officer**

Eeva Talvitie asiamies@irfrome.org

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

Register of applicants.

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

Selection of fellows of the Institutum Romanum Finlandiae Foundation and students and guests in residence on courses at the Finnish Institute in Rome.

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

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

Fellows: Name, address, telephone number, email, field of research, university, title of research, justification for application, research plan, CV/transcript of studies, referees and their references. In addition, for the payment of the fellowship, the fellow's personal identity number, bank details, and tax code.

Courses: Name, address, telephone number, email, details of studies, language skills, reasons for application, referees and their references, transcript of study record. For the payment of the course bursary for those selected for the course, also the personal identity number, bank details, and tax code.

Research residency: Name, address, telephone number, email, academic or professional title, length, and duration of the residency, reasons for the application, and a work or research plan.

Artist residency: Name, address, telephone number, email, date of the residency applied for, brief description of the project and work plan, justification for the application, CV and samples of work. For the payment of the resident artist's allowance, also the personal identity number, bank details, and tax code.

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

This data is obtained from the applicants themselves and from the referees they nominate.

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

Personal data is processed by the Foundation's staff and members of the Board. For the purpose of paying the fellowship, information on the persons entitled to it (name, address, personal identification number, bank details, tax code) will be passed on to the financial administrator (Aallon tilitoimisto). For grants over €1,000, data is submitted to the Tax Administration by computer. The Foundation is obliged to provide the Ministry of Education and Culture with information on fellowships paid from the state grant on request.

## **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**

Applications are received via the Webropol platform, which is accessible to named persons and requires a username and password. Applications are sent to the processors via secure email.

## **10. Data retention period**

The names of course participants, fellowship holders, and guests in residence are kept as a permanent record. The applications of those accepted for courses and fellowships are kept for 10 years. Rejected applications are kept for three years (reason: monitoring of repeat applicants and application trends).

## **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.