

Henkilötietolaki
10 § ja 24 §

1. Data Controller	Name Orionin Tutkimussäätiö sr (Orion Research Foundation) Business ID: 0564489-2
	Contact information Orionintie 1a P.O. Box 65, 02101 Espoo tutkimussaatio@orion.fi
2. Person responsible for register matters and/or contact person	Name Siiri Lehtinen
	Contact information Orionin Tutkimussäätiö P.O. Box 65 02101 Espoo 010 426 4409 tutkimussaatio@orion.fi
3. Name of the register	Processing of applications and grants
4. Purpose of personal data processing / purpose of the register	Processing of grant applications and awarded grants by the Orion Research Foundation and ensuring compliance with statutory reporting obligations.

5. Contents of the register	<p>Applicant Information</p> <ul style="list-style-type: none"> • Surname • First Name • Title or Occupation • Position or Office • Date of Birth • Location / Place of Study • Work Address • Home Address • Phone • Email • ORCID ID <p>Name of the Supervisor or Unit Manager</p> <p>Application Information</p> <p>Referees</p> <p>Previous Grants from the Last Three Years and Pending Applications</p> <p>Grant Payment Information</p> <ul style="list-style-type: none"> • Bank Account Number • Personal Identification Number • Payment Date • Payment Amount in Euros • Receipt Number • Description <p>The personal identification number is registered to ensure the legal protection of both the grant applicant and the grant provider.</p> <p>In addition, the grant provider has a statutory obligation to report, among other things, the personal identification numbers of the grant recipients to the Tax Administration in the annual report of paid grants, and to MELA for arranging mandatory MyEL insurance if the conditions are met.</p>
6. Standard data sources	<p>The applicant's and application's information are obtained from the applicant themselves with their consent.</p>

<p>7. Regular disclosures of information and data transfers outside the EU or the European Economic Area</p>	<p>Information about paid grants is electronically submitted to the Tax Administration. Information about awarded working grants is electronically submitted to MELA.</p> <p>Details of awarded grants are published on the Foundation's website, which is visible globally. (Grant recipient's name, workplace, topic, amount)</p>
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<p>8. Principles of register protection</p>	<p>A. Manual Data (Storage Location and Protection)</p> <p>Manual data is stored in locked and technically access-controlled premises.</p> <p>B. Computer-stored Data (Principles of Register Access Rights and Usage Control as well as Physical Protection of Equipment)</p> <p>Register access rights are restricted to designated individuals. Access to the register data requires a username and password.</p> <p>Applicants' connections to the application web service are secured with SSL encryption.</p> <p>The service provider, Datalink Oy, is responsible for the protection of the server equipment. The equipment is located in an access-controlled service center with 24-hour monitoring, a fire alarm system, automatic notification transfer, an extinguishing system, and an uninterruptible power supply system.</p>
<p>9. Right of inspection and implementation of the right of inspection</p>	<p>Everyone generally has the right to inspect their own data. The right of inspection is free of charge if exercised no more than once a year (12 months).</p> <p>The inspection request must be made in writing with a personally signed letter or in person at the data controller's premises.</p> <p>The inspection request should be addressed to the Orion Research Foundation and sent to the address mentioned in section 1.</p>
<p>10. Correction of data and implementation of data correction</p>	<p>Everyone has the right to request the correction of incorrect data in the register. The correction request should be made in writing and sufficiently specified.</p> <p>The correction request should be addressed to the Orion Research Foundation and sent to the address mentioned in section 1</p>

<p>11. Other possible rights</p>	<p>According to Section 30 of the Personal Data Act, the data subject has the right to prohibit the data controller from processing data concerning him or her for direct advertising, distance selling, and other direct marketing, as well as for market and opinion research, personal directories, and genealogical research.</p> <p>The Orion Research Foundation does not process personal data for the aforementioned purposes.</p> <p>The prohibition in accordance with Section 30 of the Personal Data Act should be addressed to the Orion Research Foundation and sent to the address mentioned in section 1.</p>
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