

AVEK SUPPORT APPLICATIONS PRIVACY POLICY STATEMENT

The purpose of this privacy policy statement is to provide data subjects with the information required by the information obligation of the EU General Data Protection Regulation (2016/679).

Date of creation 24 May 2019.

1. Controller

Kopioisto ry (Business ID: 0414755-2)
Hietaniemenkatu 2, FI-00100 Helsinki
+358 (0)9 431 521 (exchange), kopioisto(at)kopioisto.fi

Contact person in matters concerning the registry:
Erja Mäki-Iso Hietaniemenkatu 2, FI-00100 Helsinki
tel. +358 (0)9 431 521, erja.maki-iso (at) avek.kopioisto.fi

Contact person in matters concerning data protection:
Sami Kokljuschkin
Hietaniemenkatu 2, FI-00100 Helsinki
tel. +358 (0)9 431 521, sami.kokljuschkin(at)kopioisto.fi

2. Name of the registry

AVEK SUPPORT APPLICATIONS PERSONAL DATA FILE

3. Data subjects

Clients applying for AVEK's supports:

- private individuals
- working groups
- organizations
- companies

4. The purposes of the processing of personal data and the legal basis for the processing

The personal data are processed only for the following pre-defined purposes. The personal data stored in this register are used to process grant and support applications submitted to AVEK and for the payment of grants and support. Personal data are also processed for sharing information materially related to the grant and support application process, providing information on grant and support decisions and compiling statistics on grant and support operations.

The legal basis for the processing is the controller's legitimate interest to process the grant and support application submitted to it.

The personal data shall not be used for the purposes of telemarketing, direct marketing, market research, opinion polls, maintaining a public register or genealogical research.

5. Data content of the registry

The following personal data on the data subjects can be stored:
name, personal identity code, address, telephone number, e-mail address, bank account, earlier support decisions

6. The retention period of the personal data

Personal data are only stored for as long as is necessary for the purposes defined in this privacy statement. Personal data are deleted once storing them is no longer necessary based on legislation or the rights and obligations of AVEK or the data subject.

7. The rights of a data subject

Data subjects shall have the right to inspect any personal data on them stored in the registry and request the controller to rectify or complete any inaccurate or incomplete data.

Data subjects shall have the right to have any personal data on them removed from the registry. However, this shall not apply to such personal data that are necessary for performing the purposes of this privacy policy statement as defined by the controller or personal data the storage of which is required by law.

Data subjects shall have the right to object or restrict the processing of their personal data by the controller if the data subject considers this to violate the data protection law or occur without the authorisation to process certain personal data.

Data subjects shall have the right to receive the personal data submitted to the controller in a structured, commonly used and machine-readable format. Data subjects shall have the right to transfer these data to another controller if the legal basis of the processing of personal data is a consent or an agreement and the data are processed automatically.

If a data subject is of the opinion that the controller has processed personal data on them in violation of the data protection law, the data subject shall have the right to lodge a complaint with the competent supervisory authority (Office of the Data Protection Ombudsman).

Data subjects may exercise the rights defined in this chapter personally in the controller's premises or by sending a letter signed in person to the contact person defined in chapter 1.

8. Regular sources of information

The data stored in the registry are retrieved directly from the data subject when they deliver a support application to AVEK.

9. Transfers of personal data to third parties and the processors of personal data

Kopioisto shall not transfer the personal data of data subjects to third parties.

The controller may outsource the processing of personal data to a third party in part, in which case we shall enter into an agreement that guarantees that the processing of personal data is performed appropriately and in compliance with the current data protection law. The controller has entered into agreements with certain service providers that contain clauses concerning the

processing of personal data on behalf of Kopiosto. Such agreements are typically related to software development, maintenance, server and ICT support services, for instance.

10. Transfers of personal data outside the EU or EEA

Kopiosto shall not transfer the personal data outside the EU or the European Economic Area.

11. Automated decision-making and profiling

Kopiosto shall not use the personal data for the purposes of automated decision-making or profiling.

12. Registry protection principles

The data stored in the registry shall always be processed confidentially and in compliance with the current data protection law.

Data stored in the registry in electronic form shall be stored in the controller's systems that are secured from unauthorised access by means of firewalls, access control systems and other technical measures. Access to the personal data in the registry is restricted to only those employees and administrators who require access due to their tasks. Using the systems requires at least entering a personal user ID and password. The employees of the controller shall be bound by a commitment to observe confidentiality concerning the personal data. The systems are located in locked premises within the European Economic Area that are inaccessible for unauthorised persons.

The manual materials to be processed shall be stored in a locked and guarded area.

13. Amendments to the privacy policy statement

Kopiosto reserves the right to amend this privacy policy statement. All amendments are published on the Kopiosto website.