

PRIVACY POLICY

EU General Data Protection Regulation (679/2016), Art. 12

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1 Controller	Name Ami Foundation (Ami-säätiö sr.)
	Address Vilhonkatu 4 B 20, 00100 Helsinki, Finland
	Other contact details (e.g. telephone during office hours, email address) +358 (0)50 321 6916, juha.post@ami-saatio.fi
2 Contact person for matters concerning the register	Name Juha Post
	Address Vilhonkatu 4 B 20, 00100 Helsinki, Finland
	Other contact details (e.g. telephone during office hours, email address) +358 (0)50 321 6916, juha.post@ami-saatio.fi
3 Name of the register	Ami Foundation Privacy Policy
4 Purpose for personal data processing	<p>The processing of personal data is based on fulfilling the purpose of the Foundation's activities. In addition, the data contained in the register are used for employment-related activities, such as payment of salaries and invoicing. The names of grant recipients may be published on the Foundation's website.</p> <p>The processing of personal data may be based on the performance of a contract between the Foundation (controller) and an employee (data subject), or in order to comply with the controller's legal obligations. The processing of personal data may also be based on the data subject's consent, or, in the case of possible grants, on a legitimate interest.</p> <p>Personal data are not processed through automated decision-making or combined with other registers. Data is processed by the controller itself and by subcontractors acting for and on behalf of the controller.</p>
5 Data content of the register	The register contains personal data deemed appropriate for each data subject. For employees and board members, data necessary for the performance of their employment or officer duties are stored. For grant applications and awarded grants, data necessary for the management of the grant process are stored. For stakeholders, stored data includes the name, organisation, address, telephone number and e-mail address of the contact person.
6 Regular sources of data	<p>Personal data collected from the data subject is based on the data subject's own declaration.</p> <p>Applications for grants may be subject to external advice and assessment. These opinions and assessments will not be passed on to the applicant.</p>
7 Data recipients	Data in the register will not be disclosed outside the Ami Foundation except for the purpose of fulfilling statutory obligations (for example, with the tax authority and pension insurance companies).
8 Transfer of data outside the EU or EEA	Data in the register will not be transferred outside the EU or EEA.
9 Retention period of personal data	Data collected in the register will be retained only for as long and to the extent necessary in relation to the original or compatible purposes for which the personal data were collected. Personal data under this Privacy Policy will be kept for as long as the controller uses the data for the purposes described in Section 4. Personal data stored in the register will be deleted when there is no longer a legitimate basis for processing them.

	The documents and personal data relating to awarded grants will be retained for a period of ten (10) years.
10 Register protection principles	Appropriate technical and organisational measures are taken to ensure the security of the register and the confidentiality, integrity and useability of personal data. The digital register will be protected by up-to-date security software and backed up. Paper copies are stored in locked premises.
11 Right to access and rectify data	The data subject has the right to check what data the register holds on them. A request for access or rectification may also be made by sending a request to the register's contact person.
12 Right to erasure	<p>The data subject has the right to have their personal data erased without undue delay, provided that</p> <ul style="list-style-type: none"> • the personal data are no longer necessary for the purposes for which they were collected or otherwise processed; • the data subject withdraws the consent on which the processing was based, and there is no other lawful basis for the processing; • personal data have been unlawfully processed; or • personal data must be erased in order to comply with a legal obligation under Union or national law. <p>The right to erasure does not apply to data collected in order to comply with a legal obligation.</p>
13 Right to restriction of processing	<p>The data subject has the right to request the controller to restrict processing where</p> <ul style="list-style-type: none"> • the data subject contests the accuracy of the personal data; • the processing is unlawful, and the data subject objects to the erasure of the personal data and requests instead the restriction of data use; or • the controller no longer needs the personal data for the purposes of the processing, but the data subject requires them for the establishment, exercise or defence of legal claims.
14 Right to withdraw consent	The data subject has the right to withdraw their consent to processing at any time, without prejudice to the lawfulness of the processing carried out prior to this consent.
15 Right to transfer data from one system to another	The data subject has the right to receive the personal data they have provided to the controller in a structured, commonly used and machine-readable format, and the right to transfer such data to another controller.
16 Right to lodge a complaint with a supervisory authority	The data subject has the right to lodge a complaint with a supervisory authority if they consider that the processing of personal data concerning them infringes the applicable data protection rules.