

## **PRIVACY POLICY DESCRIPTION FOR GRANTS**

**Compilation date: 11 May 2018**

### **Registry holder**

The Finland Society, Mariankatu 8, FI-00170 Helsinki, [info@suomi-seura.fi](mailto:info@suomi-seura.fi), +358-9-684 1210

### **Contact person**

Grants for Finnish expatriate communities and media: Head of Information Services Hanne Selin, +358-9-6841 2137

State grants for Suomi Schools and training event grants: Suomi School coordinator Maarit Hyvärinen, +358-9-6841 2138

### **Registry's name**

Grants

### **Purpose of processing personal information**

Personal details in the grant application forms are used for providing information on and payment of the grants, processing the applications as well as for organizing the training event.

The Finland Society allocates the following grants, issued by the Finnish Ministry for Education and Culture:

- basic and special grants for Finnish expatriate media
- grants for Finnish expatriate communities for cultural and hobby activities; in addition, the Finland Society supports Finnish expatriate associations by granting badges of merit as well as book donations and Finnish flags to its member organizations.

The Finnish National Agency for Education issues and the Finland Society distributes:

State grants for Suomi Schools to sustain their activities, send teachers to regional training events overseas and to organize Suomi School teachers' training event in the summer in Helsinki.

### **Description of the groups of registered persons and personal information groups, the registry's information content**

Grants for Finnish expatriate associations:

- names of the association and contact persons

- mailing address and email, website, phone number
- The Finland Society membership number, membership count and founding year.
- name of the bank and account holder, account number, BIC/SWIFT/ABA code
- description of the project for which the grant is sought
- information on expenses and income, budget estimate, amount requested
- agreement form on issuing, use, control of the use as well as conditions of the grant, signatures
- decision, granted amount
- report on the use of grant and other funding

#### Grants for Finnish expatriate media:

- name of the Finnish expatriate media and the editor-in-chief
- mailing address, email, website and phone number
- circulation, number of publications per year, publication area
- in special grant applications, also: project, campaign or purchase for which the grant is applied for, estimate of cost
- budget and/or financial statement from previous year
- name of the bank, account number, BIC/SWIFT/ABA code, account holder
- agreement form on issuing, use, control of the use as well as conditions of the grant, signatures
- decision, granted amount
- report on the grant's use and other funding

#### State grants for Suomi School activities:

- name of the school and founding year
- contact person, position, email, mailing address
- name of the bank, account number, BIC/SWIFT/ABA code, account holder
- number of students, names of the students, years of birth and contact with Finland
- number of teachers, names, email addresses, education, hourly salary at the school
- names of other officials, email addresses, position in the school
- number of teaching groups and lessons, duration of each lesson
- starting and ending dates of fall and spring terms
- other activities taking place in the school
- budget estimate for the school year
- applied amount of grant
- working program for the school year
- grant applicant's name, position in the school, email address and phone number.
- agreement form on issuing, use, control of the use as well as conditions of the grant, signatures
- decision, issued amount of grant
- account settlement on the issued grant, income statement and balance sheet, annual report and auditor's report, signatures
- State grants for Suomi-school training sessions overseas:
  - the event's organizer, date, place
  - theme of the training event
  - description of the training event's theme, content, trainers and the used methods
  - goals of the training session
  - training budget: estimated expenses and itemized revenues
  - amount of grant applied for
  - name of the bank, account number, BIC/SWIFT/ABA code, account holder
  - contact person's name, mobile phone number, email and mailing address

Suomi-school teachers' training event in Helsinki:

- participating teachers' names, emails, mobile phone numbers, countries
- participation in workshops and evening program
- special diets

Medal / Badge grants:

- name of association and contact person, email and mailing address, signature
- type of the medal requested (gold/silver/bronze), requested date of presentation
- recipient's name, address, profession, date and place of birth, nationality
- merits and additional reasons, memberships and positions in Finnish associations with years
- decision, granted medal, year of presentation, country

Finnish flag grants:

- name of association and contact person, membership number, email and mailing address
- type of flag requested: table, staff or façade

Book grants:

- name of association and contact person, membership number, email and mailing address
- address and opening hours of the library space
- genre of books
- will the books be fetched in person or mailed?

### **Standard sources of information**

Information will be obtained from the customers themselves through the grant forms on our website and the forms in the Webropol program.

### **Groups to which information is submitted**

We submit information to the Finnish National Agency for Education on how much grant money is issued to which schools, reasons as well as number of students in the schools. We verify the contact information of individual Suomi Schools together with the organization Suomi-koulujen Tuki ry.

We will hand over country-specific information on the issued medals to Finnish expatriate press and historiographies.

Otherwise information from grant applications is not handed over to outsiders.

Suomi School teachers' and officials' email addresses are provided selectively for research purposes upon request.

### **Transfer of the information outside the EU or EEA**

The Information is not passed on outside the European Union (EU) or European Economic Area (EEA).

### **Storage time of the information**

Period of time required by the Bookkeeping Act.

### **Description of technical and organizational security measures**

A Manual material

Stored in a locked space.

B Computer-processed information

Registry information is stored appropriately, thoroughly and confidentially.

Data network and equipment are protected with a fire wall and other necessary technical procedures.

### **Registered persons' right of inspection**

Registered persons have a right to check their stored personal information and to receive copies of it. The inspection request must be done in writing and addressed to the registry's contact person.

### **Right to demand corrections on the information**

In case registered persons request to have their personal details corrected, the registry holder will correct or complement their personal information held in the registry.

**Other rights concerning processing personal information**

Registered persons have a right to forbid the registry holder from processing their personal information for direct advertising, long-distance sales and other direct marketing as well as market research and polling, vital records and genealogy. The ban must be addressed to the registry's contact person.