

Privacy statement on the application system for Church Institute for Research and Advanced Training grants (updated on 18 September 2023)

1. Contact details of the controller

National Church Council (Business ID 0118950-3)
Church Institute for Research and Advanced Training
Eteläranta 8, 00130 Helsinki
P.O. Box 210, 00131 Helsinki
tel. +358 (0)9 18021, [kirkkohallitus\(at\)evl.fi](mailto:kirkkohallitus(at)evl.fi)

Contact person

Statistician
Church Institute for Research and Advanced Training
Eteläranta 8, 00130 Helsinki
P.O. Box 210, 00131 Helsinki
tel. +358 (0)9 18021 (National Church Council, switchboard)
kirkontutkimusapuraha@evl.fi

2. Why is your personal data processed, i.e., what is the purpose of the processing?

The grant application system is used for receiving, storing, processing and compiling statistics on grant applicants. The register data obtained through the system is also used for communicating with applicants and scholarship recipients as well as for requesting statements from instructors and personal references. Any received statements are attached to the applications afterwards. The awarding of grants involves the processing of applications, communicating on decisions and payment of grants. The process also includes reporting on the use of paid grants.

3. Why can the Church Institute for Research and Advanced Training process your personal data, i.e., what is the legal basis for the processing?

The legal basis for processing data is the consent of the data subject under Article 6(1)(a) and Article 7 of the EU's General Data Protection Regulation. Consent shall be given in writing, and the data subject shall have the right to withdraw their consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. The consent shall be withdrawn in writing.

4. What kind of personal data does the Church Institute for Research and Advanced Training process?

The following information is collected on the applicant:

- a) basic information and identification information, such as first and last name, age, mother tongue (Finnish/Swedish/other), telephone number, e-mail address, the language in which the applicant uses the grant application system;
- b) a free-form short CV and list of publications, which usually include at least information on previous employers, job titles, job descriptions and durations of employment relationships;
- c) information on research work, such as the field of science, the focus of research, the type of research and the research plan;
- d) public service relationships or employment relationships related to research;
- e) information affecting the amount of the grant to be applied for, such as the graduate title, the number of months worked, research and travel expenses and information on research/official leave, previously awarded grants and pending grant applications;
- f) the names, telephone numbers and/or e-mail addresses of the instructors and personal references;
- g) log data related to the usage of the system;
- h) the grant amount, personal identity code and bank account details of the grant recipients will also be recorded afterwards.

The data collected on the applicant in the grant application system depends in part on what data the person in question provides and stores in the system. In addition, the applicant will receive a randomised application identifier to link any statements by personal references to the applicant.

The following data on the statement issuer is collected in connection with the request for a statement:

- a) first and last name and the language in which the person issuing the statement uses the grant application system;
- b) log data related to the usage of the system.

5. Where do personal data come from, i.e., what is the origin of the data?

The data is obtained from applicants and statement issuers through the grant application system. In addition, grant recipients are separately asked for their personal identity code and bank details, which are stored with the applicant's data afterwards.

6. How long will your personal data be retained?

For those who do not receive a grant, the retention period is two years. The data of grant recipients will be stored until the reporting date. Applications will be stored in

the archives permanently. Sensitive data will be destroyed after the payment processing has ended.

7. To whom are the data disclosed?

Applicants' data are disclosed to a limited extent to instructors and personal references named by the applicants. Instructors and personal references are only informed of the applicant's name and any information related to research work. The applicant's data in their entirety are disclosed to the members of the Advisory Board, the collegium of the National Church Council and the members of the Plenary Session upon request. The Registry also has access to the documents. Payment information is disclosed to the Church Service Centre (Kipa). The name and personal identity code as well as information on the focus of the research, the grant amount and the months granted are disclosed to the Farmers' Social Insurance Institution (Mela). The name, personal identity code, address, the focus of the research and the grant amount paid are disclosed to the tax authorities.

The first and last name of the applicant, the focus of their research, the name of the research work and the amount granted are published on the Church Institute for Research and Advanced Training website.

Any statements attached to the grant application afterwards and the name of the person issuing the statement will be disclosed to the members of the Advisory Board, the collegium of the National Church Council and the members of the Plenary Session upon request. The Registry also has access to the documents.

8. Transferring data outside the EU or the EEA?

The data shall not be transferred outside of the EU or EEA.

9. What rights do you have?

The applicant has the right to know about and decide on the processing of their personal data.

The applicant is entitled to:

- request access to personal data concerning them and the right to request the rectification or erasure of their data;
- request restrictions on or object to the processing of their personal data and the right to transfer their data to another controller;
- cancel consent they have previously given as the processing is based on their consent;
- to lodge a complaint with the national supervisory authority if they believe that the processing of their personal data is in violation of the EU General Data Protection Regulation.

However, the legal basis and purpose of the processing of the data may restrict their ability to exercise the above rights.

10. Contact information for the national supervisory authority and Data Protection Officer

In Finland, the Data Protection Ombudsman acts as the data protection authority:
Office of the Data Protection Ombudsman
Lintulahdenkuja 4, FI-00530 Helsinki
P.O. Box 800, 00531 Helsinki
tietosuoja(at)om.fi
+358 29 566 6700

Contact information for the National Church Council's Data Protection Officer:
tietosuojavastaava.kkr@evl.fi