

Privacy statement on the application system for Church Institute for Research and Advanced Training grants (9 September 2026)

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
[ktk\(at\)evl.fi](mailto:ktk(at)evl.fi)

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

Personal data are processed for the handling and evaluation of grant applications, the payment and administration of grants, the fulfilment of reporting obligations to authorities and accounting obligations, and communication related to grant activities.

Applications are processed in the Aspicore grant management system, provided by Aspicore Oy (Finland).

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 processing of personal data is based on the controller's legitimate interests, the performance of a contract, and compliance with legal obligations (EU General Data Protection Regulation).

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

Research Grants:

Applicants and grant recipients:

- a) Identification and contact information: name, year of birth, address, email address, telephone number, and personal identity code for payment processing and statutory reporting purposes.

- b) Information contained in the application, such as the title of the research project, focus areas, field of science, nature of the research, abstract, research plan, curriculum vitae (attached as a file), amount applied for, purpose of the grant, and any additional attachments.
- c) Payment information of grant recipients: bank account details and payment instalments.
- d) Information related to the processing of the application: application status, evaluations and statements.
- e) Monitoring during the grant period: interim and final reports.
- f) Technical information related to the use of the system: login information and log data.

Referees and providers of recommendations: name, contact details, position, and the content of the statement or recommendation.

Evaluators: name, contact details, and completed evaluations.

Travel Grants:

- a) identification and contact details: name, year of birth, address, email address, telephone number and personal identity code for payment and statutory reporting purposes;
- b) information included in the application, such as the travel destination and duration, purpose of use, and grant amount (costs);
- c) payment information from grant recipients: bank account details and the amount of the travel grant;
- d) information related to the processing of the application (administrative decision);
- e) follow-up: travel report;
- f) technical information related to the use of the system: login credentials and log data.

Personal identity codes are processed only when necessary to identify the data subject for payment processing or statutory reporting purposes.

Providing the requested information is a prerequisite for processing the application.

5. Automated Decision-Making and Profiling

Grant decisions are not made automatically. All applications are assessed and all decisions are made by a human being.

6. 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.

7. How long will your personal data be retained?

Data relating to applicants who have not been awarded a grant will be retained for two years. Application data for awarded research grants will be retained for ten years. Information on awarded grants will be permanently retained in the archives. Payment and accounting records will be retained in accordance with accounting legislation.

8. To whom are the data disclosed?

The information contained in the application is disclosed to the supervisors and referees designated by the applicant, as well as to the members of the Advisory Board. The information may also be disclosed, upon request, to the National Church Council's collegium and to the members of the Plenary Session. 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.

Aspicore's subprocessors include Microsoft (Azure cloud services, data stored in the Netherlands), Mailgun Technologies (Mailjet, email delivery services, data stored within the EU), Hetzner Online GmbH (storage of encrypted data, Germany and Finland), Visma Oyj (Visma Sign electronic signatures), and NextUp Oy and Kuulalaakeri Oy (SMS messaging services).

9. Transferring data outside the EU or the EEA?

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

10. What rights do you have?

The data subject has the right to obtain a copy of their personal data, request the rectification of inaccurate personal data, request the erasure of data where there is no longer a legal basis for processing (statutory retention obligations may prevent erasure), request the restriction of processing, and object to processing based on

legitimate interests on grounds relating to the data subject's particular situation. The purpose of the processing and the legal basis for the processing may affect the extent to which these rights can be exercised. Requests must be submitted in writing.

11. 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