

Privacy Statement

Personal Data Act (523/1999) § 10 and 24
5.1.2017

Registry holder

Nordic Culture Point
1095646-0
PB 231
FI-00171 Helsinki
program@nordiskkulturkontakt.org
www.nordiskkulturkontakt.org

Contact person

Johan Theman
Head of Administration
johan.theman@nordiskkulturkontakt.org
Telephone +358 10 583 1002

Name of the registry

Rimbert

The purpose for processing of personal data

Registry of funding applicants:

For the purpose of handling applications which are directed to the grant programmes administered by Nordic Culture Point

Registry of grant recipients:

For the purpose of disbursing the funding and follow-up on the granted funding, as well as for notifying authorities on granted funding.

The data content of the registry

Mandatory personal information for submitting an application:

- Information that identifies the applicant (for example name, address, telephone, e-mail address, personal number/business ID)

The applicants own information about themselves, for example:

- CV or personal files
- Other documents, which the applicant has attached to the funding application
- Possible letters of recommendation, which have been gathered with the applicants consent
- Account number (only if granted funding)
- Other information that is necessary for the application and for reporting on granted funding

Regular sources of information

The applicant is solely responsible for submitting information related to the application and report on granted funding.

Regular destinations of disclosed data

- The applications are handled by the personnel of Nordic Culture Point and external experts
- The information can, in accordance with the Personal Data Act § 24, be disclosed to the Finnish Tax Administration

- Information relating to granted applications can be used in:

- Publications and reports
- On Nordic Culture Point's website (www.nordiskkulturkontakt.org)
- In social media
- Nordic Culture Points newsletter

Data transferred to countries outside the EU or the EEA

Data is not transferred outside the European Union or the European Economic Area.

Principles of how the registry is secured

The application and applicant data is handled in a way that does not offend the applicant's personal integrity. The information and records are only handled by those employees whose duties require it. Those who handle the information have an obligation to maintain secrecy and only named users with passwords are given access to the registry.

The connection to the web portal for applicants/grantees is protected by an SSL-encryption.

The registry is stored on a Nebula Cloud 9 -cloud service which is secured based on industry standards like PCI-DSS. Administrative password secured remote access to the registry is only granted to named individuals.

Right of access and realization of the right of access

Everyone has the right to access and verify their own information in the registry. In order to get access to the information, a request must be made in writing and it must be personally signed by the person who wishes to have his/her information disclosed.

The request should be addressed to:

Nordic Culture Point
Johan Theman
Head of Administration
PB 231
FI-00171 Helsinki

Alternatively a scanned document by e-mail: johan.theman@nordiskkulturkontakt.org

Rectification and realization of the rectification

If a registered user wishes to change incorrect information in the registry, a specific request to do so should be sent to Nordic Culture Point by e-mail to the address: program@nordiskkulturkontakt.org.

Other rights with relating to the handling of personal information

Nordic Culture Point performs, from time to time, surveys among applicants and grantees with the purpose of improving the quality of the application system and its service towards the applicants.

In accordance with §30 of the Personal Data Act, a registered user has the right to forbid Nordic Culture Point from contacting them in the above mentioned purpose. In order to prohibit Nordic Culture Point from contacting the registered user, a specific request not to be contacted should be sent by e-mail to the address: program@nordiskkulturkontakt.org.