

Privacy Policy for Post Docs in Companies

1 Controller

DIMECC OY
Korkeakoulunkatu 7, 33720 Tampere
(hereafter "we" or "DIMECC")

2 Contact person for register matters

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3 Name of register

Register for Post Docs in Companies (PoDoCo) grant application and match making system

4 What is the legal basis for and purpose of the processing of personal data?

The basis of processing personal data is the legitimate interest of DIMECC.

The basis of processing personal data is:

- handling of the grant applications in PoDoCo grant application system and providing a match making service for post docs and companies,
- informing applicants of any relevant new application rounds,
- administering and developing the PoDoCo system and PoDoCo programme,
- fulfilling our contractual and other promises and obligations.

5 What data do we process?

We process the following personal data of data subjects in connection with the PoDoCo register:

- **Basic information of the data subject** such as name;
- **Contact information of the data subject** such as e-mail address, phone number.

If the applicant applies for funding in the system, the following information will also be processed:

- **Additional information of the data subject** such as address, nationality;
- **Information relating to the funding application** such as qualification (exams, institute, year), occupation or position and other details of the application.

6 From where do we receive data?

We receive information directly from the post docs and company contact persons.

Information on prior grants that have been awarded through PoDoCo system will be collected from PoDoCo system.

For the purposes described in this privacy policy, personal data may also be collected and updated from publicly available sources and based on information received from authorities or other third parties within the limits of the applicable laws and regulations. Data updating of this kind is performed manually or by automated means.

7 To whom do we disclose data and do we transfer data outside of EU or EEA?

We process information ourselves and use subcontractors that process personal data on behalf of and for us. We have outsourced the IT-management to an external service provider, to whose server the data is stored. The server is protected and managed by the external service provider.

Application information and documents in PoDoCo system may be disclosed to external experts the task of whom is to assess the applications. Data concerning awarded grants will be disclosed to the foundation that has awarded the grant.

Information on awarded grants will be published in the Internet pages of PoDoCo programme and of the foundation that has awarded the grant and may also be disclosed to other funding entities prior to publication.

Personal data will not be transferred to countries outside the EU or EEA with the exception of the Internet publications mentioned above.

8 How do we protect the data and how long do we store them?

Only those of our employees, who on behalf of their work are entitled to process PoDoCo data, are entitled to use a system containing personal data. Each user has a personal username and password to the system. The information is collected into databases that are protected by firewalls, passwords and other technical measures. The databases and the backup copies of them are in locked premises and can be accessed only by certain pre-designated persons.

We store the data as long as it is necessary for the purpose of processing the data. You may at any time add, change and remove all your data from the matchmaking system as well as delete the matchmaking profile entirely. The deletion of the profile will erase all your data from the match-making system.

We estimate regularly the need for data storage taking into account the applicable legislation. In addition, we take care of such reasonable actions of which purpose is to ensure that no incompatible, outdated or inaccurate personal data is stored in the register taking into account the purpose of the processing. We correct or erase such data without delay.

In case your account has been inactive for six (6) months, we may deactivate your account. You will receive an e-mail notification before this is done.

9 What are your rights as a data subject?

As a data subject you have a right to inspect the personal data concerning yourself, which is stored in the register, and a right to require rectification or erasure of the data. This may be done by logging into your account. If you need assistance, please contact the person mentioned in Section 2 above.

As a data subject, you have a right to object processing or request restricting the processing and lodge a complaint with a supervisory authority responsible for processing personal data.

10 Who can you be in contact with?

All contacts and requests concerning this privacy policy shall be submitted in writing or in person to the person mentioned in Section 2.