

**DESCRIPTION OF FILE**  
**Personal Data Act (523/1999), section 10**

Date of completion  
19.9.2017

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| <b>1</b><br><b>Controller</b>                               | Name<br>Finnish Parkinson Foundation (Business ID: 1568053-9)  |
|   | Address<br>Itäinen pitkäkatu 27 B 31, 20700 TURKU  |
|   | Other contact information (telephone during office hours, e-mail, etc.)<br>Tel. 0400 824 438 (Mon–Wed), e-mail: saatio(at)parkinsonsaatio.fi   |
| <b>2</b><br><b>Person in charge of the file</b>             | Name<br>Terhi Pajunen-Mäkelä, General Secretary  |
|   | Address<br>As above  |
|   | Other contact information (telephone during office hours, e-mail, etc.)<br>As above  |
| <b>3</b><br><b>Name of the data file</b>                    | Grants register  |
| <b>4</b><br><b>Purpose for processing the personal data</b> | The handling and decision-making process of grant applications and grants awarded by the Finnish Parkinson Foundation. The data is processed by the Foundation's General Secretary and Board of Trustees.<br><br>Grant payments and statutory notifications are handled by the accounting firm Azets Insights Oy.  |
| <b>5</b><br><b>Data content of the file</b>                 | PARTICULARS OF THE APPLICANT<br>last name, given names, birth date, address, telephone number, e-mailaddress, degree, official post or position, employer<br>PARTICULARS OF THE RESEARCH TEAM<br>last name, given names, education/post, endorsements by the management of the place of research, signature and printed name<br>PRIOR FUNDING<br>grants awarded, pending grant applications, applicant's most important publication. |
| <b>6</b><br><b>Regular sources of data</b>                  | The information provided by applicants on their grant applications with the consent of the applicants confirmed by signature.  |

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| <p><b>7</b><br/><b>Regular disclosure of data</b></p>   | <p>The grant awarder has a statutory obligation to declare the grant recipients' details, including personal identity codes, to the Finnish Tax Administration (annual tax notification of grants paid out) and to the Farmers' Social Insurance Institution, Mela (statutory earnings-related pension).</p> <p>The grant recipients and the topics of research projects are presented by name as part of the Foundation's annual report, website and press releases. An individual can forbid publication of his or her name on the website. The information will not be disclosed to any third party for marketing or other purposes according to section 30 of the Personal Data Act.</p> |
| <p><b>8</b><br/><b>Transfer of data to countries outside the European Union or the European Economic Area</b></p> | <p>None.</p>   |
| <p><b>9</b><br/><b>Principles of data security</b></p>  | <p>A. Manual processing</p> <p>Application papers and printouts are stored in a locked and access-controlled area. Approved grant applications will be stored for a maximum period of 10 years. Rejected applications will be destroyed by the end of the application year.</p> <p>B. Computerised processing</p> <p>Access rights to the register are only held by designated individuals. Access to the data requires a user name and password. The equipment and the database are located in a locked and access-controlled area.</p>   |