

**Privacy Statement of University of Turku – Applying and handling of grants
Description of file in accordance with the Personal Data Act (523/99), Section 10.
Revision 5 April 2023 (unofficial translation. In case of any discrepancy, the Finnish
version is official)**

By applying for grant (via forms, webropol or email), the applicant accepts this description of file and the data protection procedures. The University of Turku reserves the right to update this Data Privacy Statement description if needed. The date when the description has come into force is in the heading.

Registrar

The University of Turku / Human Resources

Contact information

The University of Turku

Human Resources

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Grant application and applying for grant by forms, webropol or email

University of Turku applying process for grants covers the following process - seeking and handling of grants, administration and decision making, reporting.

The travelling grants and Erasmus exchanges as well as certain scholarships for personnel are handled with forms-system. Handling of Travel grants of UTUGS and grants for finalising the doctoral dissertation (UTUGS) occur by UTUGS-Saimi system. Procedure of UTUGS-Saimi grants are described in specific privacy statement.

Purpose of the use of personal data:

Collecting necessary basic information in order to process and report the Grants given by the University of Turku (Personal Data Act 22.4.1999/523, Section 8).

Information content on the register

Basic information of the person

Information on education

Personal ID number

University of Turku student number

Basic information related to - Grant

Additional information

Appendices

Retention time for applications is set for 24 months after the deadline for the grant application, after which the information is deleted from the system automatically.

Regular sources of information

The applicant gives the information by her/himself. The information is available only to the applicant until the application is sent.

Transfers and disclosures of information according to regulations

The personal information is handled confidentially and it is used only in handling and decision making of grants given by the University of Turku.

The information might be viewed by those employees of the University of Turku who are participating in the handling of grants or other people who are participating in handling of grants and need this information to carry out their work tasks.

The information is also used for reporting purposes.

The disclosure of information outside the EU or European Economic Area

Information is not disclosed outside the EU or European Economic Area.

Manual data

The application and appendices of the applicant is kept two years in Human Resources archives in Campus Service points locked premises.

The award of financial grant is stored permanently in the HR system in the University of Turku according to University of Turku Archiving regulations.