

## Privacy statement: contact register

Familiarise yourself with the privacy statement pertaining to the Frame Foundation's contact register. The Frame Foundation is committed to managing personal data according to privacy laws and good data processing practices. Privacy laws here refer in particular to the EU's General Data Protection Regulation and national personal data legislation.

### **Data controller**

Name: Frame Foundation

Business ID: 2475893-2

Ratakatu 1 b A O, 001290 Helsinki, Finland, Tel. +358 405070809

### **Name of the register**

The Frame Foundation Contact Information Register

### **Register contact person**

Head of Communications Laura Boxberg

Ratakatu 1 b A O, 001290 Helsinki, Finland,

Tel. +358 44 739 6079

{ [HYPERLINK "mailto:laura.boxberg@frame-finland.fi" }](mailto:laura.boxberg@frame-finland.fi)

### **The purpose, legal basis and data sources of personal data processing**

The collected data is used for communications about Frame's operations. The legal basis for the processing is the applicant's voluntary, ascertained, informed and unambiguous expression of consent with which they approve of the processing of their data.

The data is gathered from the applicants. For the sake of clarity, it must be noted that the applicants are registered data subjects according to privacy legislation. Saving and processing the data is based on the consent of the applicant. The registration of all the data subjects is based on the voluntary, ascertained, informed and unambiguous consent with

which they approve the processing of their personal data.

### **The register's data content**

#### Personal data

Name, title, phone number, email address, place of residence, language, sex and country of residence.

Data related to the person's relationship with Frame

Relationship to Frame, contact person within Frame.

### **Register users**

Personal data is processed by the Frame Foundation staff. Access is controlled by limiting it to read-only rights or to updating only those fields that are required by the user's tasks. The register's protective and safety measures. The data is collected into the Gruppo system. A user ID is required. The main user determines the level of access users are granted. Logging into the system requires a password and the system operates via an SSL connection.

The data is gathered into the system's databases which are protected by firewalls and other technology. The databases are located at secured and guarded premises and the data is accessible only to selected individuals. The Frame Foundation and Gruppo have agreed to process the data according to regulations. Gruppo states that the services of its subcontractors are included in the agreement.

The data is stored and encrypted so that outsiders will not be able to access the data and it cannot be destroyed, altered, released, transferred or accidentally or otherwise illegally processed.

The Frame Foundation is committed to following adequate safety measures in all its operations in order to secure personal data. For the sake of clarity, it must be noted that adequate safety

measures refer not only to technical measures such as virus protection, firewalls and physical access controls but also organisational measures such as maintaining sufficient and specialised resources and the sufficient briefing of personnel. The Frame Foundation regularly evaluates the efficiency of the aforementioned measures in order to secure the safety of personal data. The Frame Foundation processes the personal data confidentially and ensures that its staff and/or subcontractors have signed a non-disclosure agreement and/or they are otherwise bound by a non-disclosure obligation.

#### **Releasing data**

The data is not released outside the Frame Foundation.

#### **Removing personal data**

The Frame Foundation stores the personal data for the time being. The data subject may nevertheless request their data to be deleted at any time.

#### **Data subject rights**

The registered data subjects are entitled to view stored information about themselves, they have the right to demand changes to erroneous information and incomplete information to be completed or deleted if there are no legal grounds to store the information. The data subjects are also entitled to request restrictions to the processing of their information, to oppose the processing of information pertaining to them and the right to transfer information pertaining to them from one system to another.

The data controller may request the person making the request for proof of identity when necessary. The data controller will send a reply to the client within the time noted in the privacy law (usually within a month).

Requests for reviews and corrections must always be presented to the contact person responsible for issues related to the register.

#### **Right to complaints**



The applicant and grant recipient have the right to issue a complaint to the supervising authorities if they suspect their personal data has been processed erroneously.

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Luontipäivä: 30.6.2020 12.20.00  
Version numero: 2  
Viimeksi tallennettu: 30.6.2020 12.20.00  
Viimeksi tallentanut: Microsoft Office -käyttäjä  
Kokonaismuokkaus aika: 0 minuuttia  
Viimeksi tulostettu: 30.6.2020 12.20.00  
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