



## TelepART Middle East Privacy Policy

1. **GENERAL** This TelepART Privacy Policy contains the description of file according to section 10 of the Finnish Personal Data Act (523/1999).

2. **CONTROLLER AND CONTACT PERSON** The controller of the register is The Finnish Institute in the Middle East (Suomen Lähi-idän instituutti, later referred to as “the Institute”), registered at the address c/o Consulate General of Finland in Beirut, Chaoui Building 7<sup>th</sup> Floor, 30 Badaro Street, Beirut, Lebanon, and web page [www.fime.fi](http://www.fime.fi). The Institute’s contact person is Researcher Taavi Sundell . The TelepART contact email is telepарт(at)fime.fi.

3. **DETAILS ON REGISTER** The name of the register is TelepART Applicants Register. The register is used for administering and developing the TelepART funding program. The personal data is used to identify the applicants and communicate with them, assist the Institute in the decision-making regarding grants and funding and in the monitoring of the use of the grants and funding as well as for developing the funding procedures and funding criteria. The registered personal data may include the applicant’s and their contact persons’ names, addresses, phone numbers and email addresses; the applicant’s date of birth or business identity code; the dates of birth and nationality; bank account numbers; photos and images provided by the applicant; and other information provided by the applicant. Personal data is acquired only from the applicants.

4. **TRANSFERS AND DISCLOSURES OF PERSONAL DATA** The Institute may transfer personal data included in the register both within and outside the European Union or European Economic Area in accordance with applicable legislation. The Institute may engage subcontractors to process personal data and applicable laws will be complied with through contractual clauses. The Institute may disclose and assign personal data in accordance with applicable law or with each applicant’s consent. Especially, the Institute may disclose and assign personal data to the Institute’s cooperation partners for purposes which relate to the TelepART funding program.

5. **PROTECTION OF REGISTER** The Institute provides information security for the register according to generally acceptable industry standards and implements appropriate technological solutions to prevent unauthorized access to the register. Personal data included in the register may be processed only by such people that are in service of the Institute or a subcontractor acting on behalf of the Institute or in service of the Institute’s cooperation partner and in each case have a justified need for the processing based on their authorized duties.

6. **RIGHT OF REVIEW AND RECTIFICATION** The applicant has a right to review what information related to the applicant has been stored to the register by contacting the Institute’s TelepART contact email address. The applicant has a right to demand the Institute to rectify, erase or supplement personal



data included in the register if it is erroneous, unnecessary, incomplete or obsolete in respect of the purpose of processing.

Updated: 15 March 2022