

REGISTER DESCRIPTION

1. Controller

Puunjalostusinsinöörit ry – Finnish Forest Products Engineers' Association, (PI)
Tekniikantie 4 C
02150 Espoo, Finland

2. Contact person in matters concerning the register

Puunjalostusinsinöörit ry/Donika Morina
Tekniikantie 4 C
02150 Espoo, Finland
+358 40 132 6688, info@puunjalostusinsinoorit.fi

3. Name of the register

The scholarship and grant register of Puunjalostusinsinöörit ry – Finnish Forest Products Engineers' Association

4. The purpose of the processing of personal data

To process the scholarship and grant applications and scholarships and grants received and issued by Puunjalostusinsinöörit ry – Finnish Forest Products Engineers' Association.

5. The data content of the register

Depending on the scholarship or grant applied for, the register contains the following data:

Basic data concerning all applicants:

The scholarship or grant applied for, name, home address, telephone number, email address, year of becoming a PI member. Company name, where applicable.

Data concerning degrees:

Institution, degree, education/major subject, year of beginning and/or ending studies, number of credits and grade point average; regarding postgraduate studies: purpose, supervisor, duration of the postgraduate research and institution.

Data concerning the application:

Intended use, total budget estimate.

Appendices required:

Résumé, study register excerpt/diplomas, detailed description and calculation of costs of the intended use of the scholarship (including a description of the research programme and a personal research plan regarding research scholarships), a report of other grants and scholarships applied for and received for the same purpose, previous grants and scholarships issued by PI, possible recommendations, reports on the use of previously issued scholarships or grants.

Where applicable: certificate of approval (student exchange programme or practical training abroad), abstract and review/statement of a thesis, the company's trade register extract, cash flow/turnover report, copy of the financial statement.

6. Regular sources of data

The data concerning the applicant and the application shall be retrieved directly from the applicant with their consent and from the PI member register.

7. Regular transfers of data

The data and documents shall be transferred to the experts evaluating the applications.

The experts and other persons involved in the processing of personal data are obliged to observe professional secrecy in accordance with section 33 of the Personal Data Act.

Data concerning paid scholarships and grants shall be transferred to the Finnish Tax Administration.

Data concerning issued grants shall be transferred, whenever necessary, in machine-readable form to the Farmers' Social Insurance Institution Mela for the purposes of administrating the social insurance of beneficiaries (section 141 b, The Farmers' Pensions Act).

Data concerning issued scholarships and grants shall be published on the association's website and in its publications once PI has distributed the funds. Photos of scholars may be used for marketing purposes by PI.

8. Transferring the data outside the EU or the European Economic Area

The data shall not be transferred or copied outside the EU or the EEA.

9. The principles of the protection of the register

Physical material

Physical material shall be stored in locked premises that are made accessible only to certain persons by technological measures.

Summary tables that contain data on the persons who have been issued a scholarship or grant shall be stored permanently as appendices to the records of PI.

Data processed in digital form

The register shall be accessible only to appointed persons. Access to the data in the register requires a username and password. All persons processing the data in the register are obliged to observe professional secrecy. The system is protected by technological measures.