

# TelepART UK and Ireland 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 London (Suomen Lontoon Instituutti, later referred to as "the Institute"), with Business ID 0878534-0, registered at the address Unit 1, 3 York Way, London, N1C 4AE, and web page [www.fininst.uk](http://www.fininst.uk).

The Institute's contact person is Director Pauliina Ståhlberg.  
The TelepART contact email is [telepart\(at\)fininst.uk](mailto:telepart@fininst.uk).

## 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, performers' and their contact persons' names, addresses, phone numbers and email addresses; the applicant's date of birth or business identity code; the performers' 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: 23 March 2017