

The **Finnish Forest Foundation** is committed to ensuring the confidentiality and protection of the personal data in its possession. This privacy policy applies to the personal data that we collect in our personal data register (hereafter “**Register**”) about private individuals who apply for grants, contact persons of organisations that apply for grants, recipients of the Finnish Forest Foundation’s newsletter and the elected officials of the Finnish Forest Foundation. This privacy policy describes what personal data we collect and how we process it. Our contact person, Erno Järvinen (erno.jarvinen@metsasaatio.fi), can give you more information on how we process personal data.

We may occasionally update this privacy policy – for example, as a result of changes in the relevant legislation. We will use all reasonable means to let you know about potential changes and their effects well in advance. We recommend that you check this privacy policy every time you are notified of any changes to it.

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| <b>Controller</b>                                      | Finnish Forest Foundation<br>Salomonkatu 17 A<br>00100 Helsinki, Finland<br>Business ID: 1517191-0   |
| <b>Whose personal data do we collect?</b>              | In the Register, we process the personal data of the following parties: <ul style="list-style-type: none"> <li>• Individuals who are applying for a grant</li> <li>• Contact persons of organisations applying for a grant</li> <li>• Members and deputy members of the Finnish Forest Foundation’s board and delegation</li> <li>• Auditors and deputy auditors of the Finnish Forest Foundation</li> <li>• Recipients of the Finnish Forest Foundation’s newsletter</li> </ul>   |
| <b>What kinds of personal data do we collect?</b>      | In the Register, we process the following kinds of personal data concerning the data subjects: <ul style="list-style-type: none"> <li>• First and last name</li> <li>• Personal identity code (only for private individuals applying for a grant or in other instances of processing where it is required by law)</li> <li>• Address and telephone number</li> <li>• Email address</li> <li>• Bank account number</li> <li>• The organisation you represent and your position in the organisation</li> <li>• IP address</li> </ul> |
| <b>What sources are used to collect personal data?</b> | We collect personal data from the data subject themselves (e.g. the contact information written on the grant application form or other information provided by the data subject) or from public registers (e.g. for event marketing). In addition, personal data may be disclosed by the founders and backers of the Finnish Forest Foundation for the purpose of sending the foundation’s newsletter.   |

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| <p><b>The purpose and legal basis for processing your personal data</b></p>       | <p>For grant applications, the legal basis for processing your personal data is our legitimate interests that are based on the purposes stated below.</p> <p>We must process the personal data of private individuals and representatives of organisations that are applying for grants in order to be able to receive and process applications and report on awarded grants.</p> <p>The processing of private individuals' personal identity codes is required by law. The Finnish Forest Foundation has a legal obligation to relay information concerning the awarding of grants to pension insurance companies (e.g. the Farmers' Social Insurance Institution Mela) and the Finnish Tax Administration.</p> <p>For the Finnish Forest Foundation's elected officials, the legal basis for processing personal data consists of the Finnish Forest Foundation's legitimate interests and the obligations imposed by the Foundations Act. The processing of elected officials' personal data is legitimate when it is performed for the purpose of carrying out the foundation's operations and complying with the obligations imposed by the Foundations Act.</p> <p>The IP addresses collected by the Finnish Forest Foundation are processed on the basis of the Finnish Forest Foundation's legitimate interests because the processing of IP addresses is essential for maintaining the Finnish Forest Foundation's website. IP addresses are not processed more extensively than what is required by the technical maintenance of the website.</p> <p>The processing of the personal data disclosed to the Finnish Forest Foundation by its backers and founders for the purpose of sending the foundation's newsletter is carried out on the basis of the Finnish Forest Foundation's legitimate interests. The personal data disclosed by the backers and founders of the Finnish Forest Foundation will only be used for the purpose of sending the foundation's newsletter.</p> <p>The personal data submitted while subscribing to the newsletter via the Finnish Forest Foundation's website will be processed on the basis of the subscriber's consent and will only be used for sending the newsletter.</p> <p>The processing of your personal data will not affect you in any other way. We will not process your personal data for purposes other than those stated in this privacy policy.</p> |
| <p><b>Regular disclosures of personal data and transfers to third parties</b></p> | <p>We can transfer your personal data to our partners and subcontractors, which have been described below.</p> <p>For grant payments, the Finnish Forest Foundation's subcontractor is Balance-Team Oy (0981020-2), an accounting firm to which the Finnish Forest Foundation transfers the personal data that is required for making payments.</p> <p>For sending the newsletter, the Finnish Forest Foundation's subcontractor is Avenis Oy (1908926-0), to which the Finnish Forest Foundation transfers the information disclosed by the backers and founders of the Finnish Forest Foundation</p>   |

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|  | <p>that is required for sending the foundation’s newsletter (i.e. first and last name and email address).</p> <p>For grant application system, the Finnish Forest Foundation’s subcontractor is Aspicore Oy 0673355-5.</p> <p>Our partners and subcontractors can process your personal data only for the purpose of carrying out maintenance or other tasks for us. We will always ensure that our partners and subcontractors will not process the transferred personal data for any other purpose or disclose the personal data to third parties.</p> <p>We may also be required to share your personal data with the authorities in accordance with the relevant legislation (e.g. the Foundations Act or any other act that applies to the Finnish Forest Foundation). Information about those who received a personal grant worth more than EUR 1,000 is disclosed to pension insurance companies (e.g. Farmers' Social Insurance Institution Mela) and the Finnish Tax Administration as required by law.</p>  |
| <p><b>Transfer of your personal data outside the EU or the EEA</b></p> | <p>We will not transfer your personal data outside the EU or the EEA.</p>   |
| <p><b>Principles of storing personal data</b></p>                      | <p>For grant applications that resulted in the awarding of a grant, personal data is stored in the Register for 10 years from the reception of the report on grant use.</p> <p>The grant applications that did not result in the awarding of a grant will be stored in the Register for three years from the processing of the application.</p> <p>The email addresses disclosed to the Finnish Forest Foundation for the purpose of newsletter subscription and delivery will be stored in the Register for a maximum of two years from the day the email address was received, unless the Finnish Forest Foundation founder or backer or the data subject requests the removal of the email address before the end of the maximum storage period. The Finnish Forest Foundation regularly updates its mailing list, which consists of newsletter recipients, to ensure that the personal data disclosed to it is accurate and up to date.</p> <p>Please note that your personal data may need to be stored for longer than what was stated above if the relevant legislation or our contractual obligations with third parties require the data to be stored for a longer period of time.</p> |
| <p><b>The rights of the data subject</b></p>                           | <p>In accordance with the applicable data protection legislation, you have the right, at any time, to:</p> <ul style="list-style-type: none"> <li>• be informed about the processing of your personal data,</li> <li>• access your personal data and check the personal data concerning yourself that we have processed,</li> <li>• request the rectification or completion of inaccurate or incomplete personal data,</li> <li>• request the erasure of your personal data,</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• object to the processing of personal data concerning yourself based on your particular circumstances if the processing is carried out on the basis of our legitimate interests,</li> <li>• receive your personal data in machine-readable format and transfer the data to another controller, provided that the data in question has been submitted by you and that we are processing the data based on an agreement and the processing is automated; and</li> <li>• request the restriction of the processing of your personal data.</li> </ul> <p>You must submit your request to exercise the rights stated above to us as instructed in the “Contact us” section of this privacy policy. We may ask you to specify your request in writing and verify your identity before we process the request. We may also refuse to grant your request based on a legal obligation.</p> <p>In addition, you also always have the right to lodge a complaint with the Finnish supervisory authority, or the supervisory authority of the EU member state where you work or live, if you feel that we have not complied with the applicable data protection legislation when processing your personal data.</p> |
| <b>Principles of register protection</b>                  | <p>We respect the confidentiality of your personal data. The manual data is kept in a locked space that can only be accessed by appointed persons. Digital personal data is protected and stored in our information system. Only the persons who require the data in order to perform their duties are allowed to access the system. These persons use individual usernames and passwords to access the system.</p>   |
| <b>Information about cookies and similar technologies</b> | <p>“Cookies” are commonly used small text files that your web browser stores on your computer or other device when you visit a website. The browser sends information about your visit back to the website when you visit it again. All modern websites use cookies to offer you a more personalised browsing experience.</p> <p>Each cookie has been separately set on each of your devices, and cookies can only be read by the server that set the cookie. Because cookies are tied to the browser and cannot be shared between different browsers or devices (unless separately enabled by a particular browser, extension or other application), your cookie management settings will only apply to the browser in question. Cookies cannot run software and they cannot be used to spread viruses or other harmful codes or to harm your device or files. Individual users cannot be identified purely based on the use of cookies or similar technologies.</p>   |
| <b>Contact us</b>   | <p>All requests related to the exercise of the rights stated above as well as questions about this privacy policy and other matters should be directed to Erno Järvinen, our contact person for matters related to the register, by email (erno.jarvinen@metsasaatio.fi).</p> <p>You can also talk to us in person at our office or send a letter to the following address:<br/> Finnish Forest Foundation<br/> Salomonkatu 17 A<br/> 00100 Helsinki, Finland</p>   |

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