

Processing of personal data in the EU CERC Project

Joint Controllers

- **Sitra**, the Finnish Innovation Fund (business ID 0202132-3)

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Data Protection Officer Sitra: Janika Skaffari, janika.skaffari@sitra.fi

- **ENABEL**, the Belgian Development Agency

Address: rue Haute 147, 1000 Brussels, Belgium

Data Protection Officer Enabel: Zélie Denis, dpo@enabel.be

Both agencies collect data only for the EU CERC project. The party collecting or receiving personal data is responsible for ensuring there is a legal basis for processing, mainly the explicit consent of the data subjects. They must also follow data protection principles, inform the data subjects about how their data is used, and obtain their consent to share certain information with third parties involved in the project. Data is processed only in a secure shared digital environment managed by Sitra. After the project ends, Sitra keeps the data only as long as necessary, then deletes it or asks for permission to use it in follow-up projects. Enabel commits to no longer retaining any personal data related to the project

Purpose of personal data processing

We process personal data for the purpose of managing stakeholder and cooperation relationships. We process personal data to identify and coordinate experts within the EU Circular Economy Resource Centre (EU CERC) project framework. The information is used for organising and communicating events, training and related travels. We may also use personal data in stakeholder communications e.g. in relation to stakeholder cooperation platforms. In addition, the data can be used to implement communication analytics.

Personal data is not processed by means of automated decision-making.

Legal basis for processing

Personal data is processed on the basis of consent (article 6 a GDPR EU Regulation).

EU CERC

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FINLAND

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Processed personal data

In order to carry out the activities of EU CERC, we may process the following personal data:

- name
- profession & job title
- organisation
- contact details, including country
- areas of expertise and previous project experience
- nationality
- information related to communication and meetings
- photo
- travel-related personal data (food restrictions, passport information, information of a close relative)
- other personal data provided by the data subject

Source of the personal data

Personal data is collected from the data subject in connection with registration for expert roster, contact form entries or applications for Policy and Business Awards.

Personal data retention period

Sitra and Enabel will process the personal data only for as long as necessary to fulfil the purposes for which it was collected. Upon completion of the EU CERC project, Sitra and Enabel will either delete the personal data or request permission from the subjects to save and continue using the personal data in related follow up projects. If there is no consent for further retention, the data will be deleted or anonymized without undue delay. The data collected for the implementation of the event or travel, such as food restrictions, passport information or the information of a close relative, is retained only for as long as is necessary for the implementation of the event or travel in question.

Regular disclosure of personal data

If necessary, the data is disclosed to other organisations for the purpose of carrying out the assignment, travel or event.

Transfer of data outside the EU or EEA

The personal data contained in the register stored in a secure shared digital environment managed by Sitra (Microsoft Teams) and may be transferred outside the EU or EEA. Any such transfer shall comply with the European Commission's standard clauses or otherwise ensure that the transfer is carried out in accordance with the General Data Protection Regulation.

Data protection principles

Sitra is responsible for the storage of the personal data. The databases containing personal data are located on servers that are kept in locked, secure facilities and can only be accessed by authorised individuals whose duties require such access. The servers are protected by a firewall and other appropriate technical safeguards.

Any physical data material containing personal data is kept in locked, secure facilities that can only be accessed by authorised individuals whose duties require such access, and who process this personal data as part of the performance of their duties.

The databases and systems can only be accessed with separately issued personal usernames and passwords. Sitra and Enabel have restricted the access rights and authorisations to data systems and other storage media so that the data can only be accessed and processed by individuals whose duties require it for lawful processing purposes. In addition, the database and system transactions are registered in the logs of Sitra's IT systems.

Sitra's and Enabel's employees and other personnel are bound by a confidentiality obligation and are required to keep confidential the information received in connection with the personal data processing.

Rights of the data subject

The data subject has the following rights under the EU General Data Protection Regulation:

- right to obtain information on the processing of their personal data
- right of access to their data
- right to rectification of their data
- right to erasure of their data
- right to restrict the processing of their data
- right to withdraw their consent
- right to data portability

Requests concerning the implementation of the data subject's rights should be directed to Sitra's registry by email at kirjaamo@sitra.fi or Enabel's registry by email at: dpo@enabel.be

Any requests may be addressed to either agency, which will cooperate and coordinate to ensure that the data subjects' rights are fulfilled.

The data subject has the right to lodge a complaint with the Finnish Data Protection Ombudsman (the supervisory authority in Finland) or with their local supervisory authority, such as the Belgian Data Protection Authority (APD/GBA).

Finnish Data Protection Authority

Office of the Data Protection Ombudsman
Lintulahdenkuja 5
00530 Helsinki
Email: tietosuoja@om.fi
Phone: +358 (0)29 566 6700
Webpage: <https://tietosuoja.fi/en/home>

Belgian Data Protection Authority:

Autorité de protection des données

Rue de la Presse 35,

1000 Bruxelles

Email: contact@apd-gba.be

Phone: +32 (0)2 274 48 00

Webpage: <https://www.autoriteprotectiondonnees.be/>

Changes to the privacy policy

We reserve the right to update this privacy policy by notifying any changes on our website. The updates may, for example, be based on changes in legislation.