

GDPR - PRIVACY FORM

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Data controller

Kivi-talo Foundation - stiftelsen Villa Kivi, 0777233-7

Villa Kivi Writers' House, Linnunlauluntie 7, 00530 Helsinki, Finland

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Contact person for data protection matters

Iiris Haapala, Foundation Agent, iiris.haapala@villakivi.com

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Purpose of processing personal data and purpose of the register

The Kivi-talo Foundation's customer registers process data on natural persons who have applied for the Villa Kivi residence. The data is processed for the purpose of providing, developing and maintaining the residency services and managing the residency client relationship.

Personal data is collected and processed to enable the Foundation to fulfil its purpose. The data are necessary for the operational needs of the residency activities, such as the implementation of the service process, billing and making residency decisions.

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Data content of the register

Resident applicant register

- Basic information on the resident applicant, such as name, occupation or title, studies or activities in the field, contact details, nationality and date of birth

- Basic information on the purpose of the residency period applied for, its duration and any funding received for this purpose

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Regular sources of information

In principle, the personal data processed will be collected from the data subjects themselves when applying for residency and when accessing the application service.

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Disclosure of personal data

The Foundation also uses external service providers in its activities who may have access to the personal data mentioned in this notice in order to perform their tasks.

Residency applications are processed by the staff of the Kivi-talo Foundation involved in the residency activities.

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Transfer of data outside the EU or EEA

No data will be transferred outside the EU or EEA.

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Storage of data

Applications for residency will be kept for a maximum of 6 months from the date of receipt of the application.

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Right of access

The data subject has the right to inspect the data concerning him or her. The request for inspection must be made in writing by hand-signed letter or in person at the controller's premises. The request for inspection shall be addressed to the Kivi-talo Foundation and sent to the address mentioned in point 1. The data subject has no right to be informed of the statements concerning him or her or their content.

10

Rectification of data and implementation of rectification

The data subject has the right to request the correction of inaccurate information contained in the register. The request for rectification should be made in writing and should be sufficiently specific. The request for rectification shall be addressed to the Kivi-talo Foundation and sent to the address mentioned in point 1.

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Other rights of the data subject

The data subject has the right to request the erasure of data concerning him or her, the right to object to the processing of personal data and the right to lodge a complaint with a supervisory authority.

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Automated decision-making

Not used as a basis for automated decision-making without explicit consent.

In case of enquiries, please contact the staff of the Villa Kivi House of Writers

kivitalosaatio@villakivi.com