

Description of personal data file of FIMM's application database

as required by the Personal Data Act (523/99), Section 10

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1. Controller of the file	Institute for Molecular Medicine Finland – FIMM P.O. Box 20 00014 University of Helsinki FINLAND
2. Contact person for the file	<i>Reetta Niemelä</i> Administration Manager Institute for Molecular Medicine Finland – FIMM Tel. +358 9 191 25733 Mobile +358 50 5686795 E-mail: <i>reetta.niemela@fimm.fi</i>
3. Name of data file	FIMM application database
4. Use of personal data file	The personal data file is used for receiving formatted applications for open positions and selection processes. Contact details are used to contact the applicant.
5. Contents of the data file	Data pertaining to an applicant: <ul style="list-style-type: none">• Applicant's personal and contact details• Applicant's education and other data relevant to the application process• Data relevant to the selection• Referees contact information
6. Regular sources of data	Applicants may fill their application forms online through the FIMM's website (open positions).
7. Regular disclosure of data	Data is not shared.
8. Principles of data security	Access to personal data file is protected with login and password. Paper copies are stored in a locked room.