

### 1. Study/report

Name of the study/report.

### 2. Contact detail

Controller and the contact details of the Data Protection Officer.

### 3. Disclosure of the material

In what form is the material processed and disclosed (As a rule, the material is only disclosed in pseudonymised form. Authorisation can only be granted in exceptional cases for identifiable information and requires justification for the necessity of obtaining identifiable information).

### 4. Data processing environment

Data storage location. How and where the material is stored. Material under the Secondary Use Act is only disclosed for processing in a secure operating environment.

### 5. In which countries or from which countries the data is processed

If the data is to be processed by a controller or processor outside the EU or the EEA, the application must indicate a transfer reason for the transfer of personal data outside the EU or the EEA in accordance with Chapter V of the General Data Protection Regulation. The processing of personal data from these countries also involves the transfer of personal data to third countries, even if the personal data to be processed is located in a remote access environment located in Finland.

### 6. Data retention period

How long it is necessary to process the data for the purpose specified in the application.

**7. Storage of the material after the completion of the study/report**

If the material needs to be stored after the active use of the material, justification for the need for storage. The justifications should also state how long the material will be kept after the completion of the study/report. Where is the material stored until disposal. Data may not be stored after the validity period of the data access authorisation decision has expired.

**8. Disclosure of information from research material**

Indicate whether the data is intended to be disclosed and to which party.  
Indicate in particular whether data is disclosed outside the EU/EEA.

**9. Ensuring information obligations**

How has the obligation to inform data subjects according to Articles 13 and 14 of the Data Protection Regulation been handled (data protection notice or other similar document).

**10. Limitation of registered rights under GDPR**

Does the controller restrict the rights of data subjects under the GDPR. If restricting, the controller must prepare an impact assessment (DPIA) and submit it to the Office of the Data Protection Ombudsman. An impact assessment must be carried out if required by the General Data Protection Regulation or the Data Protection Act. Further information on the impact assessment can be found on the website of the Office of the Data Protection Ombudsman.

**11. Disposal of the material**

What is the date of data disposal.  
Who / which party is responsible for the secure disposal of the material.

**12. Date, name of author and contact information**

|                  |               |
|------------------|---------------|
| Date             | Name          |
| Telephone number | Email address |