

THE VELUX FOUNDATIONS

VILLUM FONDEN ✕ VELUX FONDEN

PRIVACY POLICY FOR CO-APPLICANTS

1. PROTECTION OF YOUR PERSONAL DATA

VILLUM FONDEN and VELUX FONDEN (the "Foundations") take processing of your personal data seriously. We ensure reasonable and transparent processing in accordance with the current rules on processing of personal data.

Under the General Data Protection Regulation (GDPR) , the Foundations are obligated to inform the data subjects how the Foundations process the personal data collected and registered about the data subjects.

When an application is submitted to the Foundations by a main applicant, personal information about you as a co-applicant is given to the Foundations, typically by the main applicant, and will be registered and processed by the Foundations.

This privacy policy describes how the Foundations process your personal data as a co-applicant.

As the Foundations process personal data about co-applicants in the same way, we have prepared this common privacy policy. However, your personal data will only be processed by the foundation to which your application has been submitted, and this privacy policy is therefore to be read and understood accordingly.

2. DATA CONTROLLER

The controller in relation to the processing of your personal data is the foundation to which your application has been submitted: VILLUM FONDEN, CVR no. 44720515, or VELUX FONDEN, CVR no. 61023917. The address of both Foundations is Tobaksvejen 10, DK-2860 Søborg.

The Foundations may be contacted by e-mail at info@veluxfoundations.dk. The Foundations are each data controllers.

3. CATEGORIES OF PERSONAL DATA PROCESSED AND DATA SOURCES

We process the following general personal data if we receive it:

- Name, title, address, telephone number, e-mail, gender, age, nationality, and researcher ID (ORCID)

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- Application and CV
- Civil registration number
- Information necessary for the payment of a grant (bank details)
- Feedback on results of projects having received grants and projects not having received grants
- Other personal data which has been provided in or in relation to your application by the main applicant

Please do not include sensitive personal data, including data about health, in your application.

In connection with our assessment of your application and for the purpose of research and statistics in connection with the evaluation of the Foundations' programmes, the Foundations may obtain the following information about you if considered relevant and necessary:

- Publicly available personal data
- Personal data from Statistics Denmark
- Personal data from international publication databases

4. THE PURPOSE OF AND LEGAL BASIS FOR THE PROCESSING

The purposes of processing of your personal data are the following:

- **Assessing your application** for a grant from the Foundation to which your application has been submitted. The Foundations have a legitimate interest in processing and assessing applications received for the purpose of allotting and administering grants. The legal basis for our processing is Article 6(1)(b) and (f) of the GDPR.
- **Giving and administering grants**, including entering into agreements on grants and administration thereof. The Foundation has a legitimate interest in administering an agreement on a grant, including in establishing, making or defending a legal claim, if any. Our legal basis for the processing is Article 6(1)(b) of the GDPR, if we have entered into an agreement on a grant, or Article 6(1)(f).
- **Compliance with current legislation**, including, in particular, declarations of grants to SKAT and foundation authorities. The legal basis for our processing is Article 6(1)(c) of the GDPR, including, in particular, tax legislation, the Act on foundations and certain associations and section 11(2), no. 3 of the Danish Data Protection Act (processing of civil registration numbers).
- **Including your data in a register of supported projects, which is made available to the public** at the Foundations' website, www.veluxfoundations.dk. The register shows data on projects supported by the Foundations. The purpose of the register is to create transparency for future applicants and other interested parties and giving insight into the supported projects. The processing is based on our legitimate public interest in creating such transparency and potential applicants' possibility of obtaining insight into and information about previously supported projects, cf. Article 6(1)(e) and (f) of the GDPR. We further assess that this publication, in consideration of freedom of expression and information, is covered by section 3(1) of the Data Protection Act.
- **Including your data in an internal register of applications and supported projects** to keep an overview of which projects the Foundations have supported. The Foundations' legitimate

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interest is to be able to differentiate and administer grants, provide guidance to new and former applicants, as well as other administration. Our legal basis for the processing is Article 6(1)(b) of the GDPR, if we have entered into an agreement on a grant, or Article 6(1)(f).

- **Evaluation of grants and rejections**, use and transfer of data for statistical, research and historical purposes, and to pursue legitimate societal interests, including processing of data that may be obtained from or compared with publicly available sources, from Statistics Denmark or from international publication databases, for the purposes stated. The Foundations have a legitimate interest in evaluating its grants and activities in general for the purposes stated. The legal basis of the processing is Article 6(1)(e) and (f) of the GDPR, and for civil registration number section 11(2), no. 3 of the Data Protection Act.
- **Sending a questionnaire and/or an invitation to a qualitative interview** as part of the evaluation of grants and rejections. For this purpose, we process your personal data, including your e-mail address, your name and your answers to the questionnaire/interview. The legitimate interest of the Foundations is to evaluate the effect of the Foundations' grants, as well as to process the data for statistical, research and historical purposes. The legal basis for the processing is Article 6(1)(e) and (f).
- **Sending invitations to events and other professionally relevant activities**, e.g. network meetings or workshops with other grantees. For this purpose, we process your personal data, including e-mail address and name. The processing is based on our legitimate interest in strengthening and supporting the grantees and projects that have received grants, cf. Article 6(1)(f) of the Data Protection Regulation.
- **Publication of your name, title, professional background, etc., as well as information about your project and the received grant** on www.veluxfoundations.dk and on social media, e.g. Facebook, LinkedIn, Vimeo and Twitter. The legal basis is a legitimate interest in raising awareness of the Foundations' grant activities and attracting other talented applicants, cf. Article 6(1)(f) of the GDPR.
- **Sending a newsletter** with information about other grants you may apply for in the future. For this purpose, we process your personal data, including your e-mail address and name. The processing is based on our legitimate interest in receiving as many qualified applications as possible, cf. Article 6(1)(f) of the GDPR. You may unsubscribe from the newsletter at any time by contacting us at info@veluxfoundations.dk.

The Foundations also process your personal data for the purpose of updating the information registered about you. This may be e.g. your title, telephone number or e-mail address. We kindly ask you to contact us if your information needs to be updated.

5. RECIPIENTS OF PERSONAL DATA

The Foundations will in general not disclose your personal data to third parties. However, personal data may be disclosed or passed on to the following categories of recipients in accordance with the purposes stated in section 4:

- IT suppliers
- External assessors (peer reviewers), panel participants and members of working groups under the Foundations' board of directors

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- The Foundation you did not apply for, if we consider that your application has a better chance of receiving a grant under that Foundation, as well as for the purpose of administration
- Other grantees, if you participate in professional networks and similar events, where lists of participants with name, title and place of employment are shared
- The Danish tax authorities (SKAT), foundation authorities and other relevant authorities that are entitled to receive the personal data
- Public authorities and private organisations, including Statistics Denmark, when necessary in order for the Foundations to pursue a legitimate interest, e.g. to carry out a task in the public interest
- Researchers, research institutions and similar for scientific or historical research purposes or statistical purposes
- Social media, e.g. Facebook, LinkedIn, Vimeo and Twitter
- Attorneys, auditors and other consultants engaged by the Foundations

If the recipients act as data processors, the Foundations have entered into a data processor agreement with them.

Further, data on grantees will be made available to the public at www.veluxfoundations.dk as described in section 4.

All disclosure will be in accordance with the data protection legislation.

6. RETENTION POLICY

The personal data we have received about you will be stored as a minimum until a decision has been made on your application, and thereafter based on the following criteria:

If your project receives a grant, the Foundations will keep your information until the project is completed, and after that for as long and to the extent that the Foundations have a legitimate and justifiable reason for this. Your information, including name, gender, age, civil registration number, nationality, title, place of employment if required, address, telephone number, e-mail, researcher ID (ORCID) if required, CV if required, project title, your application and an assessment thereof, as well as any agreement (grant letter), will be included in our internal register of applications and supported projects.

The basis for the storage depends on the purposes listed under section 4, and includes in particular the Foundations' interest in obtaining a balanced allotment of grants, evaluating the effect of the grants allotted, as well as using data for scientific or historical research purposes or for statistical purposes.

The Foundations will conduct periodic reviews to ensure that we do not store data that is not necessary for the purposes stated.

Information relevant for bookkeeping purposes will be stored for five years and in the current accounting period after the project has been completed.

If the Foundations decide to allot a grant based on your application, information about your name, project title, place of employment and participation in the project will be included in the Foundations'

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register of supported projects that is publicly available at www.veluxfoundations.dk. We assess that this publication – in consideration of freedom of expression and information – is covered by section 3(1) of the Data Protection Act, and the information will therefore remain public on the Foundations' website indefinitely.

If your project does not receive a grant, your information, including name, gender, age, civil registration number, nationality, title, place of employment if required, address, telephone number, e-mail, researcher ID (ORCID) if required, CV if required, project title, your application and an assessment thereof, as well as any agreement (grant letter), will be included in our internal register of applications received.

The Foundations will store your information for as long and to the extent that the Foundations have a legitimate and justifiable reason for this in accordance with the purposes listed under section 4, which includes in particular the Foundations' interest in obtaining a balanced allotment of grants and in providing the best possible service and guidance to former applicants, evaluating the effect of the grants allotted, as well as using data for scientific or historical research purposes or for statistical purposes.

The Foundations will conduct periodic reviews to ensure that we do not store data that is not necessary for the purposes stated.

7. TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES

Your data may be transferred to external assessors (peer reviewers), panel participants and members of working groups under the Foundation's board of directors in countries outside the EU/EEA, which do not uphold the same legal standards of protection of personal data as within the EU/EEA.

In addition, data may be transferred to other third parties in countries outside the EU/EEA, cf. section 5, e.g. to IT suppliers and consultants.

If a transfer to a third country takes place, the Foundations will ensure an adequate legal basis, generally by way of the EU Commission's standard contractual clauses or Article 49(1)(b) or (c) of the GDPR. You may receive a copy of the basis for any transfers by contacting the Foundations, see the contact details under section 2.

As part of the processing of your personal data, data will be stored on servers situated within the EU, but data stored in the cloud solution Salesforce may be stored via a backup in the USA at Salesforce. The transfer to Salesforce is based on the EU Commission's standard contractual provisions and binding corporate rules. For more information, see Salesforce's website <https://www.salesforce.com/privacy/regions/?d=cta-body-promo-5>.

If the Foundations share information about your grant on social media, e.g. Facebook, LinkedIn, Vimeo and Twitter, data such as your name, title and professional background, as well as information about your project and grants will be transferred to the United States. The basis for the transfer is the EU Commission's standard contractual clauses. For more information, see the following links:

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- Facebook: <https://www.facebook.com/privacy/explanation>
- LinkedIn: https://www.linkedin.com/help/linkedin/answer/62533?trk=microsites-frontend_legal_privacy-policy&lang=da
- Vimeo: <https://vimeo.com/privacy>
- Twitter: <https://twitter.com/en/privacy>

8. YOUR RIGHTS

If you wish to exercise the below rights, please contact us using the contact details stated under section 2 of the privacy policy.

- Right of access: You are entitled to obtain access to the personal data processed about you and various additional data. However, the right of access should not adversely affect the rights or freedoms of others.
- Right to rectification: You are entitled to have incorrect personal data about you rectified.
- Right to erasure: In some cases, you are entitled to have personal data about you erased before our usual general erasure takes place.
- Right to restriction of processing: In certain situations, you are entitled to have the processing of your personal data restricted. If you are entitled to restricted processing, we may only process your personal data - except for storage - with your consent or for the purpose of establishing, exercising or defending a legal claim or to protect a person or important public interests.
- Right to transmit data (data portability): You are entitled to data portability if our processing of your personal data is based on your consent or a contract, and the processing has taken place automatically. This right implies that you are entitled to have your personal data forwarded in a structured, generally applied and machine-readable format which you are entitled to transfer to another controller.
- Right to object: If we base our processing on Article 6(1)(e) or (f) of the GDPR, you are in certain cases entitled to object to our otherwise lawful processing of your personal data.
- Right to withdraw consent: If our processing is based on your consent, you are entitled to withdraw your consent to our processing of your personal data wholly or partly at any time. The withdrawal of your consent will not affect the lawfulness of the processing made by us until you withdraw your consent. Withdrawal of your consent will thus only be valid from that point in time.

Your requests will be processed in accordance with the data protection rules, and conditions or restrictions may apply. For more information on your rights, see the Danish Data Protection Agency's guidelines describing the data subject's rights at www.datatilsynet.dk. If you exercise either of the above rights, we will also process personal data about you in connection with the receipt of and response to the inquiry.

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9. COMPLAINTS

You may complain to the Data Protection Agency at any time about the Foundations' processing of your personal data. Contact details are available at www.datatilsynet.dk.

10. UPDATES

We update our privacy policy regularly and most recently in June 2022. The latest version is available on our website www.veluxfoundations.dk.