

Policy for collecting and keeping personal data

The Foundation Blanceflor will process personal data in accordance to the EU GDPR, General Data Protection Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016, valid from 25 May 2018.

The purpose of the processing of personal data is to safeguard a reliable process for the receipt and evaluation of applications for scholarships and to keep applicants duly informed and to process awarded scholarships.

1 Submitting an application

When submitting an application for scholarship under The Foundation Blanceflor's charter and routines, the applicants are asked to provide the following information:

- 1.1 Personal data (compulsory):
 - 1.1.1 First name, Last name;
 - 1.1.2 Gender;
 - 1.1.3 Date of birth;
 - 1.1.4 Citizenship;
 - 1.1.5 E-mail;
 - 1.1.6 Mobile phone;
 - 1.1.7 Street or PO Box address, Postal code, City, Country;
 - 1.1.8 Languages known: English, French, German, Italian, Japanese, Swedish and other languages;
 - 1.1.9 Academic achievements in short;
 - 1.1.10 Experience and previous occupations;
 - 1.1.11 Present occupation.
- 1.2 Personal information (optional):
 - 1.2.1 Spouse/partner;
 - 1.2.2 Children, ages.
- 1.3 On the study/research subject of the application:
 - 1.3.1 Designation/title of the study/research;
 - 1.3.2 Level of studies/research;
 - 1.3.3 Institution/university and country where the studies will take place;
 - 1.3.4 Proposed initial and final date for the study/research;
 - 1.3.5 Amount requested in SEK;
 - 1.3.6 Study/research proposal résumé;
 - 1.3.7 Other applications made for the same purpose.

- 1.4 Documents related to the study/research to be uploaded:
 - 1.4.1 Personal CV;
 - 1.4.2 Study certificates;
 - 1.4.3 Budget for the planned study/research;
 - 1.4.4 Project proposal for the study/research;
 - 1.4.5 Letter of recommendation;
 - 1.4.6 Letter of invitation;
 - 1.4.7 List of academic publications.
- 1.5 Other information requested:
 - 1.5.1 Previously accepted grant from The Foundation Blanceflor, year and amount;
 - 1.5.2 How did you learn about The Foundation Blanceflor.

2 **Information processing and access**

The Foundation Blanceflor will process the information submitted in connection with an application. The following access will be given to the information and for the purposes detailed below:

- 2.1 *The Foundation Blanceflor Administrative personnel:* register, process and verification of the information given;
- 2.2 *The Foundation Blanceflor Board:* examination, verification and referencing of the applications;
- 2.3 *Accountants and auditors:* verification of the information;
- 2.4 *The Foundation Blanceflor website:* name and citizenship of the awarded applicants published for a limited time;
- 2.5 *The Foundation Blanceflor mailing list:* e-mail address for 2-3 mailings/year (if not unsubscribed);
- 2.6 *Persons assisting The Foundation Blanceflor* with consultancy services committed to secrecy.

3 **Information use and deletion**

The Foundation Blanceflor will keep the information collected in the following manner:

- 3.1 *Applicants awarded a scholarship:*
 - 3.1.1 Information will be kept until the final report is submitted, then for another ten years and after that only name, gender, year of birth, citizenship, institution/country, scholarship and subject;
 - 3.1.2 A list of awarded scholarships which have also been accepted for utilization according to the application is published for a limited time on The Foundation Blanceflor's website.

3.2 *Applicants not awarded a scholarship:*

Key information (name, gender, year of birth, citizenship, CV, institution/country and subject) will be kept for two years after the submission, in case the applicant makes further applications, then depersonalized and kept for statistical use only.

3.3 *The Foundation Blanceflor mailing list:*

e-mail addresses may be kept for mailings as a part of The Foundation Blanceflor's general information and marketing. There is always a possibility to unsubscribe.

4 **Information holder's rights**

The applicant has the right to get an excerpt of the personal information kept or withdraw the same when not needed. An applicant who is dissatisfied with the processing of personal data may file a complaint with a supervisory authority (in Sweden "Datainspektionen").

5 **Transfer of personal data outside of the EU/EES region**

The Foundation Blanceflor will not transfer personal data regarding an applicant outside of the EU/EES region unless it is necessary in connection with the review of an application or processing of a scholarship granted.

6 **Confirmation**

Submission of an application for a scholarship to The Foundation Blanceflor means an understanding and a confirmation that The Foundation Blanceflor is entitled to process and use the information submitted as outlined above.