

ACTRIS Privacy notice

updated 15. 2. 2024

1 Foreword

Aerosol, Clouds and Trace Gases Research Infrastructure and the projects and entities preparing and implementing it (later referred as ACTRIS) respect the privacy of its persons representing ACTRIS participants, service providers, service users, and stakeholders (later referred as you). This privacy notice describes how and why ACTRIS collects and processes personal data concerning you if you visit or register to ACTRIS web pages, register to events organized by ACTRIS, register to ACTRIS newsletter or perform a similar action towards ACTRIS.

2 Data controller and data protection

In ACTRIS the personal data registers are (data controller) owned by ACTRIS European Research Infrastructure Consortium (later referred as ACTRIS ERIC) Finland, located at Erik Palmenin Aukio 1, 00560 Helsinki, Finland. All requests concerning handling of personal data in ACTRIS data should be sent to actris-head-office@helsinki.fi.

3 Personal data not covered by this data policy

There are cases not covered by this data policy even though you provide personal data to or related to ACTRIS:

If a specific ACTRIS-related event is organized without direct involvement of ACTRIS ERIC including the ACTRIS web site, the data controller is the entity collecting the data and organizing the event.

Personal data provided to ACTRIS while submitting or as part of data or metadata sets submitted to ACTRIS Data Centre (DC) and its components (units) are controlled by the institutions hosting the DC and its respective units.

If you provide ACTRIS other person's personal data through the ACTRIS web site, as part of submitted data sets, or by other means, the obligations regarding the informed consent procedures are on your responsibility.

If you provide personal data to social media platforms (X, LinkedIn) that ACTRIS is using, the data is controlled by the social media platform host.

4 Where do we get your personal data?

We get various levels of personal data through various actions you take towards ACTRIS. Your data is collected when you visit ACTRIS website, register to the website, register to ACTRIS e-mail lists or for

ACTRIS newsletter, participate in a project or body related to ACTRIS, or register into an event organized by or related to ACTRIS. The personal data can also be collected by an institute related to ACTRIS, and provided to ACTRIS under the conditions agreed between that institute and ACTRIS ERIC.

5 What data do we collect of you and why?

5.1 If you use ACTRIS web site

ACTRIS web site automatically collects the standard information that any website in the internet collects as part of its routine operation. This includes IP address, domain name, country, and device information etc. Even though this data is not directly personal, it can be attributed to an individual person especially when combined with other data.

ACTRIS web site also uses various types of cookies. We use necessary session cookies that enable the website to function. We use analytics cookies to understand how and how much the users make use of various parts of the website. We use also function cookies to configure the site according to your choices and to track your informed consent. The ACTRIS website also include direct links and sections of related social media platforms, and they include third-party cookies, for which the respective third parties act as independent data controllers.

The cookies are used for enabling the web site functions, to track the site usage, to store your personal preferences at the web site and to track your informed consent etc.

You may limit the cookie functions in your browser settings, but please note that if you block technical or function cookies, the website or some parts of it may become unavailable.

5.2 If you register to ACTRIS web site

If you register to ACTRIS web site to access the intranet of the web site you will be requested to provide some personal information of yourself. This includes:

- Your name
- Your e-mail address
- Your affiliation
- Your role in or in respect to ACTRIS
- Your password to ACTRIS web site

These are needed for us to identify you and to give you the correct level of access to various parts of the intranet and to various documentation.

5.3 If you register to ACTRIS newsletter or to an ACTRIS or e-mail list

For newsletter and e-mail list registration you need to provide us your e-mail address. No other personal information is required. For specific e-mail lists you also need to provide your position in respect to ACTRIS.

5.4 If you participate in an ACTRIS related project or body

If you participate in an ACTRIS-related project or body, we need to collect:

- Your name
- Your affiliation
- Your e-mail address
- Your role in respect to ACTRIS.

Depending on the project there might be other personal data requested, such as gender or a short CV. These are defined in the respective project grant agreements or consortium agreements.

5.5 If you participate in an ACTRIS event

If you participate in an event organized by or related to ACTRIS, we will collect:

- Your name
- Your e-mail address
- Your affiliation
- Your role in or in respect to ACTRIS
- Your participation to each day / subsection of the event
- Your dietary requests if there is food served during the event
- Your transportation to and accommodation during the event, if relevant
- Other information you choose to provide us in the registration.

6 Data protection

The personal data collected by ACTRIS ERIC is protected the data security measures and procedures of ACTRIS ERIC in compliance with the European General Data Protection Regulation (GDPR) and the Finnish national law. The data is stored at European cloud-based servers with authorized access only, and/or hard drives of computers of ACTRIS ERIC staff, protected with two-step user verification.

7 How do we process your data?

The general rule that ACTRIS has in collecting and processing personal data is that we collect only the data we need, we use it for the purpose it was collected to, we share personal data only when it is necessary, and your consent will be asked for any new use of your personal data.

The personal data is processed by the ACTRIS ERIC staff. It is used for the purpose it was collected for, and when that purpose is no longer valid the data will be destroyed. There are cases where some personal data (such as participant list to an event) needs to be stored or distributed for legal or contractual reasons. No sensitive personal data is shared.

In order to increase the communication within ACTRIS and between ACTRIS, users and related stakeholders, ACTRIS may store non-sensitive personal data for a longer period of max. 10 years. By approving the ACTRIS privacy policy you give us your content for this kind of storing of your non-sensitive personal data.

7.1 Sharing personal data to third parties

We do share your personal data to third parties, but only in cases where it is necessary for enabling specific functionalities of ACTRIS web pages, communication, or hosting an event.

For the web site functionalities and list of registered web site intranet users we need to share the relevant personal data to:

- Trust-IT Srl, located at Via Nino Bixio 25, 56125 Pisa, Italy. VAT no. 01870130505, servers located in Italy, privacy policy: <https://www.trust-it-services.com/content/privacy-policy-summary>.
- COMMpla Srl, located at Via Nino Bixio 25, 56125 Pisa, Italy. VAT no. 01958380501, servers located in Italy, privacy policy: <https://www.commpla.com/it/content/privacy-policy>.
- Nextcloud GmbH, Hirschstrasse 26, 70173 Stuttgart, Germany, servers located in Germany, privacy policy: <https://nextcloud.com/privacy/>.

When you sign up for receiving ACTRIS newsletter, your e-mail address and IP-information is automatically provided to Mailchimp newsletter service hosted by

- The Rocket Science Group LLC d/b/a Mailchimp, 675 Ponce de Leon Ave NE, Suite 5000, Atlanta, GA 30308 USA, dpo@mailchimp.com, servers located in USA. Privacy policy: <https://mailchimp.com/legal/privacy/>.

In their privacy policy Mailchimp defines their commitment to GDPR, and how they may use the data you provide them via signing up and reading the ACTRIS newsletter.

When arranging an event together with a related service provider (such as a hotel, restaurant, or abstract submission platform) we generally do not provide them information at level of individual participants. If, however, this is needed for facilitating the event or service, your consent for this specific action will be asked from you in the registration form.

8 Your rights regarding to personal data of you

Any person with personal data in ACTRIS data registers has the rights listed below. If the person wishes to use these rights, he/she should send e-mail to ACTRIS ERIC (actris-head-office@helsinki.fi).

- Right to know what personal data ACTRIS has collected of him/her
- Right to obtain the collected data
- Right to have incorrect, incomplete or outdated data corrected, completed or updated
- Right to have his/her personal data fully or partly erased
- Right to withdraw or restrict his/her consent for the use of his/her personal data
- Right to have the data transferred to other data controller

As we might your personal data in several different registers, we reserve ourself on month for providing you all personal data we have of you, and for other requests above requiring the thorough collection of all personal data of you.

Please keep in mind that erasing or restricting the use of your personal data may limit or hinder communication between you and ACTRIS, or some functionalities of the ACTRIS web site.

8.1 How is the consent for use of personal data obtained and removed?

When visiting the ACTRIS web site for the first time, or when registering to the web site intranet, ACTRIS e-mail list or newsletter, or an event organized by ACTRIS, your consent for the consent for the privacy policy is asked. You may restrict or remove your consent for ACTRIS to use personal data of you at any time upon a written request to ACTRIS ERIC in Helsinki, Finland (e-mail to actris-head-office@helsinki.fi). The privacy policy is always available at the bottom of each page of the ACTRIS web site, and when the content of the privacy notice is changed substantially, your consent will be asked again.