

# Data Protection Policy

## Data Controller

The Director of Nordic Energy Research is responsible for ensuring that Nordic Energy Research processes personal data in accordance with the relevant regulations.

## Data Protection Officer

Nordic Energy Research has a data protection officer at the organisation. The primary responsibilities of this staff member are: to serve as the professional/institutional resource within the domain of personal privacy; to provide information and guidance regarding protection of privacy; and to ensure compliance with the regulations and internal guidelines for data processing.

Furthermore, the data protection officer is responsible for answering questions from individuals whose personal information is processed by Nordic Energy Research.

## Web-based Processing of Personal Data

### General Processing

Nordic Energy Research collects and processes personal information through the website [nordicenergy.org](http://nordicenergy.org) as well as other websites Nordic Energy Research operates for its current programmes and activities.

It is voluntary for individuals to share their personal data on Nordic Energy Research's websites. Nordic Energy Research only processes personal information associated with the services it offers, such as subscriptions to newsletters and registration to events, with the user's (your) consent.

Lundgren & Lindqvist deliver operational and maintenance services for the websites of Nordic Energy Research. The supplier acts as data processors on behalf of Nordic Energy Research. Only Nordic Energy Research and the supplier have access to any data shared through the different websites.

The websites include links to Nordic Energy Research's LinkedIn and Twitter accounts. Use of these is covered under the privacy policies set out by those entities.

### Web Statistics

Nordic Energy Research's websites register the IP-address of users visiting

the sites. Personal data are anonymised before processing so information about the visit cannot be traced back to an individual. Nordic Energy Research collects and processes data relating to use of its websites for reporting purposes and in order to improve the sites to better serve the needs and wants of the visitors.

Nordic Energy Research uses Google Analytics for collecting and reporting visits to its websites.

### **Cookies**

Cookies are small pieces of data sent from a website and stored on the user's computer by the user's web browser. Nordic Energy Research uses cookies on its web sites in order to collect data for statistics and analytics and enhance the user experience.

Most web browsers are set to automatically accept cookies. Users that do not want to accept the use of cookies should change the settings on their browser. Deactivating the use of cookies could, however, affect some of the functionality of the websites.

### **Registrations**

Registration to Nordic Energy Research events are made through Eventbrite. A data processing agreement between Nordic Energy Research and Eventbrite regulates the data processing between the two entities. During registrations the registrant's name, contact information and any other information submitted are stored for administering registrations and participation. Any personal information shared during registration will be deleted within 30 days of the event unless users explicitly give permission to store the information.

### **Newsletters and Bulk Messaging**

Nordic Energy Research uses electronic newsletters to which users can subscribe. Nordic Energy Research uses the marketing platform MailChimp for its newsletters, delivered by Rocket Science Group, LLC. A data processing agreement between Nordic Energy Research and Rocket Science Group, LLC regulates the data processing between the two entities. To send the newsletter to the correct recipients, Nordic Energy Research must store the email addresses of the subscribers. Any other personal information is optional to submit. The submitted data will never be shared, rented or sold to any third parties, and will be deleted whenever a user unsubscribes. The data are used only for administering the newsletter. The newsletter contains a link to unsubscribe or administer registered data. Users can unsubscribe at any time.



Together with Eventbrite, MailChimp is also used to send out invitations and registration information in connection with events that Nordic Energy Research organises. In this case, personal information will be deleted within 30 days of the event unless users explicitly give permission to store the information.

### **Electronic Recruitment Portal**

Nordic Energy Research processes personal data when recruiting through an online portal, Empl Hire. The portal is used by all Nordic organisations under the Nordic Council of Ministers. A data processing agreement is in place between the Nordic Council of Ministers Secretariat and Empl Hire.

All applications sent through the portal are saved for eight months after submission before being automatically deleted from the system.

### **Data Processing**

Nordic Energy Research uses Insights Grants, delivered by Machina AS, for processing applications and managing projects. A data processing agreement between Nordic Energy Research and Machina AS regulates the data processing between the two entities. The day-to-day responsibility for the stored data lies with the advisers of Nordic Energy Research.

Personal data are handled in connection with processing of applications and evaluations or project follow-ups. These data are stored electronically in Insights Grants and can be accessed by those with the relevant permissions.

Nordic Energy Research has established routines for the use of its archives and Insights Grants. The Director of Nordic Energy Research oversees compliance with these routines.

Generally, Nordic Energy Research stores the following personal information about applicants and project participants: Name, e-mail address, position, workplace, and role in the project. Information about prior evaluation assignments will also be stored. Nordic Energy Research also collects any necessary information required for payment of remuneration to those entitled to it.

### **Personal Data on Employees**

Nordic Energy Research keeps personal data regarding its employees to manage payrolls and staff responsibilities in accordance with the Personal Data Act Section 8 first paragraph and Section 8 litras a, b and f, and Section 9 litras a, b and f.



Nordic Energy Research registers information that is necessary for the payment of salaries, such as basic information, salary level, work hour registration, tax percentage, tax municipality and union affiliation.

### **Right of Access**

Individuals who are registered within any data system pertaining to Nordic Energy Research have the right to access their personal data. In case the shared personal data are incorrect, incomplete or if Nordic Energy Research is storing information that it is not allowed to have, the registered individual has the right to demand that such information will either be corrected, deleted, or supplemented. Such requests will be answered and addressed within 30 days, free of charge.

### **Contact Information**

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