



Request for verification of personal data

EUs General Data Protection Regulation
(679/2016), article 15



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CLEAR FORM

- ☐ According to EUs General Data Protection Regulation (679/2016), article 15, I request to get to know what of my personal data is being processed in the registers you maintain
- ☐ I request as a custodian/guardian/attorney to get to know, what personal data of my minor child/my ward/my granter are processed in the registers you maintain

REQUESTER'S INFORMATION

Requester's name

Personal identity code

Telephone

Delivery address for the information (information can be submitted by secure email or by post)

- ☐ I want the information by post
- ☐ I want the information by secure e-mail ☐ I want the information in Maisa (I use Maisa)

Address, post number and town

E-mail address

Information for the dependant/ward attorney, if their information is requested

If you request data for another person than for your dependant, attach a decision of guardianship, continuing power of attorney or other document, that proves your right to the information.

Name of the child/ward/attorney

Personal identity code

DATA TO BE VERIFIED

(you may continue on a separate attachment)

If the request partly or wholly concerns information generated before 31.12.2022, choose the previous data protection officer.

- ☐ Vantaa
- ☐ Kerava
- ☐ I want information concerning following services

The information is requested for the period

From the start of

To the end of

DATE AND SIGNATURE

Place and date

Signature of the requester

Name clarification of the requester

TO BE FILLED BY THE OFFICIAL

Identity of the requester has been confirmed:

☐ passport ☐ driving licence ☐ photo ID

When the legal guardian requests for information, a copy of the power of attorney or the decision of the court or local register office is attached

☐ yes

Place and date

Signature of the person confirming the identity

Public office

Name clarification of the person confirming the identity



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How to fill the form

Mark the service in the form, that the request concerns. The more precisely you define your request, the faster the information can be provided. The filled form can be returned to the locations below. Please note, that you can also take care of matters electronically at <https://asiointi.vakehyva.fi>

The form has to be submitted in person, and your identity will be confirmed when you hand in the form. Please take a photo ID with you (passport, driving licence, a photo ID). If your identity can't be confirmed, it is not possible to perform the request.

VANTAA INFO

Tikkurila

Dixi, Ratatie 11, 2 floor

Myyrmäki

Myyrmäkitalo, Paalutori 3

KERAVA SERVICE POINT

Sampola Service Centre

Kultasepänkatu 7, 1 floor

In accordance with the EU General Data Protection Regulation (2016/679) article 15 the data subject has the right to get a confirmation from the data protection officer as to whether personal data concerning him/her are processed or not processed, and, if these personal data are processed, has the right to get access the personal data.

According to the article the data protection officer shall provide a copy of the processed personal data. If the data subject requests multiple copies, the data protection officer may charge a reasonable fee based on the administrative costs involved. If the data subject submits a request electronically, the information must be provided in a commonly used electronic format, unless the data subject requests otherwise.

In accordance with the Data Protection Regulation article 12, information provided and measures taken pursuant to EU General Data Protection Regulation articles 13–16 are free of charge.

If the data subject's requests are clearly unfounded or unreasonable, or if they are requested repeatedly, the data protection officer may either

- a) charge a reasonable fee considering the delivery of information or messages, or
- b) the administrative costs incurred in carrying out the requested action; or refuse to carry out the requested action. In these cases, the data protection officer must show obvious unreasonableness in the request.

If the data protection officer does not accept the data subject's request for access to data, the data protection officer shall give a written certificate of the matter. The reasons why the request wasn't accepted has to be mentioned in the certificate and the possibility of lodging a complaint to the control authority and to use other legal protection methods must be informed.

Dataombudsman's contact information:

Tietosuojavaltuutetun toimisto

PL 800, 00520 Helsinki

tel. 029.566 6700

<https://tietosuoja.fi/en/home>



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