

Personal data inspection request

HR Services' service area

With this form, you can submit to HR Services' service area a personal data inspection request, pursuant to article 15 of the EU's General Data Protection Regulation.

SUBJECT OF REQUEST

I want to inspect my own personal data

I want to inspect the personal data of a minor, a dependent, a client, or an authorizer
(fill out "Person on whose behalf I am transacting")

REQUEST SUBMITTED BY The fields marked with an asterisk (*) are obligatory.

First names* Last name (including former last name(s))* Identity number*

Address* Postcode and post office*

Phone Email*

PERSON ON WHOSE BEHALF I AM TRANSACTING

First name* Last name* Identity number*

Appendices: Power of attorney Another decision, what?

Specify the service or register the inspection request is targeted at:

Salary issues Employment issues

Recruitment Wellbeing at work

HR training-management system

I want to inspect the data for the following period: beginning ending

I want only the following documents / data concerning the services I checked:

I want to check all the data concerning the services I checked for the period I requested

DELIVERY OF RESPONSE:

By email By mail

DATE AND SIGNATURE OF THE REQUESTER

Date

Signature

Print name

MAIL TO: Kirjaamo, PL 1100, 01030 Vantaan kaupunki. You can also deliver the request to Tikkurila, Myyrmäki and Korso Infos.

TO BE FILLED IN BY THE RECIPIENT :

Requester's identity verified:

Passport

Driver's license

Photo-ID

Other, specify:

Date

Signature

Print name

FREE-OF-CHARGE INSPECTION REQUEST

As a general rule, data delivered on the basis of personal data inspection requests are free of charge. In case the inspection request is recurring, unreasonable, or obviously ungrounded, the city is entitled to collect administrative costs arising from the request. If the inspection request is subject to a charge, the city will verify whether you are prepared to pay the fee for the service before fulfilling the request.

VERIFYING IDENTITY

Before carrying out the inspection request, the requester's identity must be verified. In case of a personal visit, you can verify your identity with a police-granted driver's license, identity card, or passport. In case of a request submitted by mail, we will verify your identity by other reliable means.

THE DATA INSPECTION REQUEST APPLIES TO THE PERSONAL DATA OF A MINOR, A DEPENDENT, A CLIENT, OR AN AUTHORIZER

A child's parent or guardian is, as a general rule, the child's representative in issues concerning the child and can speak on behalf of the child. The controller must ensure that the person acting on behalf of the registered person has the right to submit a data inspection request on behalf of the person in question. As far as a minor is concerned, it must be ensured that the person submitting the inspection request is the child's legal representative. Signature by one legal representative is sufficient. In addition, one must also assess the child's capacity to make decisions concerning themselves, and the child's rights and benefits must always be accounted for. This shall be done in a case-specific basis. If a child is deemed to be mature enough to make an inspection request, the parent or guardian is not entitled to act on the child's behalf.

The city will verify the guardianship from the Population Register. In order to verify the right to obtain information, the city may also ask for a copy of the document confirming the right to obtain information. These documents consist of, for instance, an agreement on a child's custody, visiting rights, and living arrangements, confirmed by a child welfare officer, as well as a court decision on guardianship.

An under-18-year-old can deny showing their data to their guardians, if they are capable of independently deciding on matters affecting themselves. When required, an under-18-year-old will also be informed of an inspection request submitted by a guardian or by another person, before fulfilling the request.

A trustee is entitled to inspect their client's data if the inspection right is included in the trustee's power of attorney or an order. The trustee must present the power of attorney or decision by a court or registry office in connection with the inspection request.

RESPONDING TO AN INSPECTION REQUEST AND DELIVERING PERSONAL DATA

As a general rule, an inspection request will be answered, and personal data will be mailed or emailed by encrypted email within one (1) month from receiving the request. For a justified reason – for example, due to the extent of the request – the time can be prolonged by two (2) months.

DENYING AN INSPECTION REQUEST

If your request cannot be fulfilled, you will be notified about it, at the latest, within a month from receiving the request. The notification will state the reasons for the denial, as well as your possibility of submitting an appeal to a supervisory authority. The notification will also inform you of other legal remedies at your disposal, if any.