Personal data inspection request

HR and Group Services service area

With this form, you can submit to HR and Group 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 my dependent's or client's personal data

First name	Last name	Identity number

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

REQUEST SUBMITTED BY

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

Address	Postcode and post office

Phone	Email

DATE AND SIGNATURE OF THE REQUESTER

Date	Signature	Print name

City of Vantaa – City Strategy and Management Department - HR and Group Services service area

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

Date   Signature   Print name

FREE-OF-CHARGE INSPECTION REQUEST

Copies of personal data provided based on an inspection request are free of charge. A fee may be charged for documents that are provided for a second time. If the inspection request is subject to a charge, the city will verify whether you are prepared to pay the fee for the data before fulfilling the request.

VERIFYING IDENTITY

Before carrying out the inspection request, we will verify the requester's identity. 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.

REQUEST CONCERNING DEPENDENT'S OR CLIENT'S PERSONAL DATA

In case of joint custody, both guardians' permission and signature are required. A minor has the right to check their own data, if they are capable of deciding on their inspection requests as regards their age and development stage. If the request concerns an over-10-year-old child, also the child's signature is generally required for the request.

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.

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