

Request for rectification of personal data

HR Services' service area

According to Article 16 of the EU's General Data Protection Regulation, a registered person has the right to ask that inaccurate and incorrect personal data related to them be rectified. Taking into account the purposes for which the data was handled, the registered person also has the right to have any defective personal data supplemented.

WHOSE DATA WILL BE RECTIFIED

I wish to rectify my own data

I wish to rectify 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?

I WANT TO RECTIFY THE DATA SAVED IN THE FOLLOWING SERVICES:

Salary issues Employment issues
Recruitment Wellbeing at work
HR training-management system

I ask the following data to be rectified/supplemented
(faulty data; suggested change word-for-word; grounds)*

To support my supplementation or rectification request, I will provide the following additional clarification:

I WANT TO RECEIVE THE ANSWER TO MY RECTIFICATION REQUEST:

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

VERIFYING IDENTITY

Before carrying out the personal data rectification 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 personal data rectification request submitted by mail, we will verify your identity by other reliable means.

REQUEST CONCERNING MINOR'S, DEPENDENT'S, CLIENT'S OR AUTHORIZER'S PERSONAL DATA

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 rectification request on behalf of the person in question. As far as a minor is concerned, it must be ensured that the person submitting the rectification 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 a rectification 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.

A trustee is entitled to inspect their client's data if the rectification 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 rectification request.

ANSWERING A PERSONAL DATA RECTIFICATION REQUEST

As a general rule, a rectification request will be answered by mail or by encrypted email within one (1) month of 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 A PERSONAL DATA RECTIFICATION REQUEST

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