



Vanmeal application

* Compulsory field

TO BE FILLED OUT BY APPLICANT

PERSONAL DATA*

First names*

Last name*

Identity number*

Job title*

Home address*

Post code and post office*

Tel. (home/work)*

Vantaa email address*

APPLICATION DATA*

New user of the Vanmeal application. Entitles saving the data in the personnel-meal system.

Updating the data. N.B.! An update request ought to be sent regarding continuation of temporary employment because the data will not automatically be transferred from the HR system.

Vanmeal can be granted to permanent employees or for the duration of employment lasting at least 14 days/apprenticeship/non-military service. If there are changes in the applicant's personal or employment data, the changes must always be updated by sending this form to: ostoyksikko.ateriapalvelut@vantaa.fi.

TERMINATION OF EMPLOYMENT

The user of Vanmeal or his/her supervisor must always inform of termination of employment/apprenticeship/non-military service to: ostoyksikko.ateriapalvelut@vantaa.fi, so that the personal data can be removed from the system. Any potential value remaining on Vanmeal must be, without delay, fetched as a refund from Vantaa-info.

APPLICANT'S SIGNATURE*

With his/her signature, the user of Vanmeal accepts that when using the "Deduction from salary" payment method, the city retrospectively deducts the meals had from the diner's salary and charges for unpaid meals after termination of employment. With his/her signature the user confirms that he/she has read and accepts the general terms of the Vanmeal service, as well as processing of his/her personal data.

I verify that the information above is correct.

Date*

Employee's signature*

Print name*

TO BE FILLED OUT BY SUPERVISOR**BASIC DATA***

Employment data* Employment until further notice, as of

Temporary employment -

Unpaid apprenticeship or non-military service -

Agency worker, for example, Seure -

Department/corporation* Service area*

HR system's facility number* (those in employment). See instructions for filling out

MEAL*

Payment method* Deduction from salary Fringe benefit

Downloading value, choose from the following:

The Vanmeal user himself/herself pays for the lunches in value and downloads balance at Vantaa-info

The employer pays for the Vanmeal user's lunches, memo voucher as an appendix

* Cost center (9 digits):

The "deduction from salary" payment method only applies to permanent employment or temporary employment lasting for a minimum of 2 months.

ENTITLEMENT TO MEALS*

Personnel lunch, everybody entitled

Supervisor lunch, *cost center (9 digits):

Institutional meal, everybody working in a school or a day care center

Meeting lunch, *cost center (9 digits):

SUPERVISOR'S SIGNATURE* (the supervisor's application sent over email replaces signature)

I verify that the information above is correct.

Date* Supervisor's signature* Print name*

INSTRUCTIONS FOR FILLING OUT THE APPLICATION

Personal data

- Vanmeal applicant fills out the personal data. The fields marked with an asterisk (*) are obligatory.

Basic information

- Enter whether at issue is employment valid until further notice or temporary employment. In the case of temporary employment, enter the dates of beginning and termination of temporary employment.
- Enter the nature of employment. The "deduction from salary" payment method only applies to permanent employment or temporary employment lasting for a minimum of 2 months.
- Enter the employee's department or corporation, as well as result division.
- Enter also the HR system's facility number.
- In the case of an unpaid apprentice or non-military service employee, also enter the cost-center number of the apprenticeship or non-military service place from which value is downloaded with a memo voucher to the account in order to pay for lunches.

Facility number	Explanation
84000	KASO Teaching staff of elementary schools and high schools
01000	Other monthly wages (KAJO, KAKU, KATO, KASO; other than teaching staff of elementary schools and high schools)
85000	Hourly wages
50000	Adult Education Institute

Meal

- Enter all payment methods to be used on Vanmeal.
- Enter the entitlement to meals linked to Vanmeal.
- If a fringe-benefit or meeting-lunch option is linked to Vanmeal, enter the applicant's cost center number.

Purpose of processing personal data

The purpose of processing personal data is to manage the relationship based on paying for personnel meals; implementing the rights and obligations of the personal-meals payment system and the City of Vantaa, such as customer support and billing, as well as verifying and collecting the use and downloading of events; as well as developing and analyzing the controller's operations; customer communications; providing services; preventing and investigating abuses; as well as planning and developing business operations. The data will be handled based on and consistent with the consent of the registered person. The data can be handled with people in the same group communities as the controller in accordance with applicable legislation. The registered person has the right to withdraw his/her consent at any time in such a way that the withdrawal will not impact the lawfulness of the processing carried out before the withdrawal of consent.

Sources of information

The main sources of information are information given by the registered person him/herself at customer service points, by phone, by mail, by email or in a corresponding way, as well as the controller's systems when the person in question registers for services and uses them. Personal data can be collected and updated from registers belonging to the same group organizations/companies as the controller such as payroll-administration registers. Potential location data are specified with the help of available location methods such as GPS and WLAN connection points and mobile network base stations.