

Demand for rectification of personal data

1. Demand	<p>Under Article 16 of the EU General Data Protection Regulation I demand that my data that has been saved in your register is rectified or completed from the service marked below.</p> <p>As the guardian/trustee/authorised representative I demand that the data of my minor child/the person I am responsible for/principle that has been saved in your register is rectified or completed from the service marked below.</p> <p>Name and personal ID of the child/the person I am responsible for/principle:</p> <hr/>
2. Demand submitted by	<p>First name</p> <hr/> <p>Last name</p> <hr/> <p>Identity number</p> <hr/> <p>Telephone number</p> <hr/> <p>E-mail</p> <hr/> <p>Street address</p> <hr/> <p>Postal code</p> <hr/> <p>Post office</p> <hr/>

3. Division	<p>Choose one division your demand concerns. More information about different divisions and their responsibilities is in the instructions for filling the form (page 5).</p> <p>Education Division</p> <p>Urban Environment Division</p> <p>Culture and Leisure Division</p> <p>Social Services and Health Care Division</p> <p>City Executive Office</p> <p>Audit Department</p> <p>Rescue Department</p> <p>Helsinki City Transport (HKL)</p> <p>Service Centre</p> <p>Financial Management Services</p> <p>Occupational Health Helsinki</p> <p>Construction Services (Stara)</p> <p>Joint registers of the City of Helsinki</p>
4. Specification of service	<p>The demand concerns the following register/service:</p> <hr/>

**5.
Specification
of demand**

I demand that the following data is rectified. The data to be rectified and the proposed wording of the rectification:

I demand that the following data is attached as a complement to the service that I have marked:

In support of my demand for complement or rectification, I provide the following further clarifications or attachments (for example power of attorney):

6. I want the response in the following way	Sent by mail I will pick it up at the City of Helsinki Registry or other service point Other way, what _____
7. The recipient of the demand fills in	_____ Demand received date Name of recipient
8. Identity checked	Driving licence Identity card, official Passport Other _____

Instructions for filling the form

Section 1. Demand

According to EU General Data Protection Regulation a person has the right to demand that the city rectifies inaccurate personal data. They shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement. A person whose personal data is collected in a city register when he or she uses the services of the city can demand a rectification of his/her own data with this form.

It is possible to demand for rectification of personal data by proxy. You can give permission for a third party to access your information by making them an authorised representative (agent) who can act on your behalf. The City accepts a general power of attorney with the principle's signature, name in block letters and the date for this purpose, if the proposed agent is an attorney-at-law, licensed legal counsel or a public legal aid attorney. The City will verify, that the representative is indeed an attorney-at-law, licensed legal counsel or a public legal aid attorney. If you wish to use someone other than the above-mentioned persons to request your personal data by proxy, the power of attorney must contain the following:

- the personal information of both the principle and the agent
- information on what the authorisation concerns (request for proxy access to the principle's personal data)
- principle's signature, name in block letters and date.

The agent must make an in-person visit to the City Registry or a service point of the relevant municipal division and show the power of attorney and a proof of identity.

Section 2. Demand submitted by

Fill in your first name, last name, identity number and phone number.

Fill in your e-mail address if you want to receive the response to your demand by secure e-mail. Secure e-mail means encrypted e-mail. It makes it possible to send and receive information securely and to any e-mail address. The recipient receives a link to their email account and clicking on it opens the actual message with a secure browser connection. Due to security reasons, the link is locked to the browser first used for the opening and the message can be read for 30 days. You can save the message with attachments to your own computer.

Fill in your street address if you want the response sent by mail.

Section 3. Division

Choose one division your demand concerns. If you want to make a demand for rectification of personal data to several divisions, fill in a separate form for each division.

Education Division

The Education Division is responsible for the early childhood education, pre-school education, basic education and upper secondary school education, Finnish vocational education and liberal adult education (Finnish and Swedish adult education centre).

Urban Environment Division

The Urban Environment Division takes care of the planning, construction and maintenance in the urban environment and offers urban environment services. The Urban Environment Division is divided into three departments:

- Land use and city structure is responsible for creating and organising operational premises for the development of the urban environment, the structural functionality and habitability
- Buildings and public areas is responsible for the construction and usability of the urban environment
- Services and permits produces urban environment services

Culture and Leisure Division

The Culture and Leisure Division is responsible for the city's cultural policy and the library, culture, orchestra, museum and art museum operations. The division is also responsible for the sports and sports policy and the organisation of sports and sports facilities and the camping area. Also a part of the responsibilities are the youth work and youth policy.

Social Services and Health Care Division

The Social Services and Health Care Division organises and produces social and health care services. The division is responsible for health centre duties in accordance with the Health Care Act, pharmaceutical services for the institutions in social and health care and other pharmaceutical services that the social and health care is obliged to provide. Another part of the division is made up of family and social services and services for the disabled. The division is also responsible for the services relating to health, substance abuse, hospitals, rehabilitation and nursing as well as other services assigned by the social and health care committee.

City Executive Office

The City Executive Office functions as a general planning, preparation and executive body for the City Council and the City Board and it is responsible for the development of the city. The City Executive Office's operations comprise:

- the city's business, innovation and competitiveness policy, promoting entrepreneurship, employment and immigration affairs, international affairs and co-ordination of EU project financing
- responsibility for the management of document management and document administration, security and preparedness affairs and legal supervision of interests and expert services.
- personnel policy, well-being and safety at work and employer activities
- steering of the city's economy, operations, data administration and the city group, the strategy, development of the administration, statistics and research, procurement activities, financing, steering of area development planning and implementation, housing policy and the personnel fund operations
- communications and marketing, general information and participation and interaction

Audit Department

The Audit Department, as a direct subordinate to the City Council and the Audit Committee, assesses the implementation of the targets set for the City Group by the City Council and the successful and appropriate organisation of the operations and assists the Auditor in the auditing of the City administration and finances. The department prepares surveillance matters concerning declarations of private interests for the Audit Committee.

Rescue Department

The Rescue Department is responsible for the rescue services and produces emergency care services.

Helsinki City Transport (HKL)

Helsinki City Transport (HKL) is only responsible for the metro traffic. The Metropolitan Area Transport Ltd is now responsible of other operations of HKL.

Service Centre

The Service Centre is responsible for the production of support services for service activities for the city and the city group entities. The service entities are meal services in day-care centres, schools, service centres and hospitals, social and health care's care, travel and home meal services, the city's exchange services and caretaker and logistics centre services.

Financial Management Services

The Financial Management Services produces financial management and payroll administration services for the city and the city group entities. Financial administration services is responsible for the financial management process entity (purchase and sales processes, financial statement and bookkeeping). Payroll services is responsible for the payroll administration process entity (payment of salaries, fees and pensions and maintenance of employment relationship data and the employment register). Centralised services produces customer and support services for the customers, management and units of the municipally owned company.

Occupational Health Helsinki

Occupational Health Helsinki produces occupational health services for the city and the city group entities.

Construction Services (Stara)

Construction Services is responsible for the production of expert, production and maintenance services in the fields of construction, environmental care and logistics for the city and the city group entities.

Joint registers of the City of Helsinki

The City of Helsinki's joint registers are personal-data registers that are used jointly by several municipal divisions. These registers include the:

- Case and Document Management Register
- Helsinki Population Data System Register
- Personnel Administration Register
- User ID Administration Register
- Recruitment Register
- Premises and Safety Management Register
- Accounting Register

If your demand concerns any of the city's joint registers, write the relevant name(s) of the register(s) in the form's open text field (section 4) and specify which municipal division your demand concerns.

Section 4. Specification of service

Specify which service or register of the division you have chosen your demand concerns.

Section 5. Specification of demand

Specify what personal data you want to rectify. Write the proposed wording of the rectification.

If you demand incomplete data to be completed, specify what data you want to complete.

You can support your demand for complement or rectification with clarifications or attachments (for example power of attorney).

Section 6. I want the response in the following way

Choose the way you want to receive the response. You can choose that it is sent by mail or e-mail. You can also pick it up at the City of Helsinki Registry or at a service point of the division in question. Take your identity card with you when you come pick up the response.

Section 7. The recipient of the demand fills in

The City of Helsinki Registry or the service point of the division in question fills in the date when the demand has been received and who has received it.

Section 8. Identity checked

The City of Helsinki Registry or the service point of the division in question checks your identity when you make a demand for rectification of personal data and when you pick up the response.