

## Request to access personal data

<b>1.Request</b>	<p>Under Article 15 of the EU General Data Protection Regulation, I want to know what personal data of me is processed in the register maintained by you.</p> <p>As the guardian/trustee/authorised representative I want to know what personal data of my underage child/the person I am responsible for/principle is processed in the register maintained by you.</p> <p>Name and personal identity code of the child/the person I am responsible for/ principle:</p> <hr/>
<b>2. Request submitted by</b>	<p>First name</p> <hr/> <p>Last name</p> <hr/> <p>Previous last names if applicable</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/>

<b>3. Division</b>	<p>Choose one division your request concerns. More information about different divisions and their responsibilities is in the instructions for filling the form (page 4).</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>Employment Services of the City of Helsinki</p> <p>Joint registers of the City of Helsinki</p>
<b>4. Specification of request</b>	<p>I want the following documents/data from the division I have chosen:</p> <hr/> <p>The request concerns the following period of time:</p> <hr/>

# Helsinki

<b>5. I want the data in the following way</b>	Sent by mail I will pick it up at the City of Helsinki Registry or other service point Other way, what _____
<b>6. Attachments (leave empty if there aren't any)</b>	The request includes following attachments (for example power of attorney): _____
<b>7. The recipient of the request fills in</b>	_____ Request received date                      Name of recipient
<b>8. Identity checked</b>	Driving Licence      Identity card, official Passport              Other _____

## Instructions for filling the form

### Section 1. Request

According to EU General Data Protection Regulation a person has the right to know, whether his or her personal data is processed and which data have been saved of them. A person whose personal data is collected in a city register when he or she uses the services of the city can request access to his/her own data with this form.

It is possible to request 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. Request submitted by

Fill in your first name, last name, previous last names if applicable, identity number and phone number.

Fill in your e-mail address if you want to receive the answer to your request 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 answer sent by mail.

### Section 3. Division

Choose one division your request concerns. If you want to make a subject access request 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.

**Employment Services of the City of Helsinki**

The Employment Services of the City of Helsinki offers public employment services to the clients of the Helsinki local government pilot on employment. The clients of the Helsinki Employment Services are all jobseekers in Helsinki who are unemployed or partake in services to promote employment and are not entitled to earnings-related allowance, as well as all jobseekers who are under 30 or have a foreign native language and are unemployed or partake in services to promote employment. The Helsinki Employment Services offers its clients statutory counselling, information and unemployment benefit services instead of the Uusimaa TE Office (Employment and Economic Development Office). The Helsinki employment services acts as controller of its clients' personal data together with the national development and administration centre for the ELY Centres and TE Offices (KEHA centre). The Labour force and Immigration unit of the Helsinki City Executive Office is responsible for the operations of the Helsinki Employment Services.

**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 for example 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
- Participant register of the City of Helsinki's internal courses and training.

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 request**

Specify which services your request concerns. You can elaborate your request for instance by checking in the file descriptions of the selected division what personal data file you request concerns. This way it will be easier to retrieve your personal data.

Specify the period of time your request concerns.

**Section 5. I want the data in the following way**

Choose the way you want to receive the data. 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 data.

**Section 6. Attachments**

You can include attachments to your request (for example power of attorney) if you wish to do so.

**Section 7. The recipient of the request fills in**

The City of Helsinki Registry or the service point of the division in question fills in the date when the request 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 request to access personal data and when you pick up the response.