

Using the rights of a data subject under the EU General Data Protection Regulation

Instructions at the end of the document.

Finnish Institute of International Affairs Registry

Visiting address: Arkadiankatu 23 B,
Helsinki

Diary number (completed by the registry):

Data subject's request

Which right does the request concern? (Right to examine, right to rectification, right to erasure, right to restrict, right to data portability or right to object)

Which processing of personal data or register does the request concern? Which time period does the request concern? (See instructions and privacy policies)

How does the data subject wish to receive the response? (Examination in the Parliament's facilities, pickup of printed documents from Parliament, by post, by email)

Data subject's identity, contact details and signature

First and last name, email address, telephone number

Place, date and data subject's signature

The Institute's notes

Receival of the request and data subject's identity has been verified Request has been received, date:
Data subject's identity has been verified from: <input type="checkbox"/> passport <input type="checkbox"/> ID card <input type="checkbox"/> other, please specify _____
Name and office of the recipient of the request and verifier of the data subject's identity
Processing and resolution of the request <input type="checkbox"/> Request has been approved <input type="checkbox"/> Request is denied in full or in part. (Resolution and instructions for appeal attached to the form.) <input type="checkbox"/> There are no data of the requester in the registers.
Response and processing of the request <input type="checkbox"/> The requester has been sent a response in the requested manner, date: _____ <input type="checkbox"/> The requester has been given a response in person, date: _____ <input type="checkbox"/> The requester has been given the opportunity to see the data concerning them, date: _____
Name and signature of the person who processed the request, resolution date

INSTRUCTIONS:

Data subject's request	<p>If the data subject wants to make several requests, each request must be recorded on its own form. The requests must be specified in as much detail as possible.</p> <p>The privacy policies describe the Parliament's office's purposes for processing personal data, the legal bases of the processing, and other information regarding the processing of the data subject's personal data under the General Data Protection Regulation. The privacy policies of the Finnish Institute of International Affairs are available at: https://www.fiia.fi/instituutti/tietosuojaselosteet</p> <p>Submitting a request is free of charge. If the request is clearly unfounded or unreasonable, in particular, if requests are made repeatedly, the data subject can be charged a reasonable fee or the request can be denied.</p>
Rights of the data subject	<p>Rights of the data subject are based on Articles 15–22 of the EU General Data Protection Regulation. The use of these rights has been restricted depending on, for example, whether the processing of the data subject's personal data is based on their explicit consent, the observance of a statutory obligation or use of public authority. More information about the General Data Protection Regulation and the rights of data subjects is available on the Data Protection Supervisor's office website: www.tietosuoja.fi</p>
Responding to the request	<p>The aim is to respond to the request in the requested manner unless it is unreasonable or difficult for technical or other corresponding reasons. In this case, we will try to find an alternative response method.</p> <p>We aim to respond to the request within one month.</p>
Verification of identity	<p>The data subject can make a request only on information about themselves. To verify their identity, the data subject must submit the request in person to the registry of the Parliament's office at Eduskuntakatu 4, Helsinki. When submitting the form, the data subject must present a valid ID.</p>
Resolution, right of appeal, and legal remedies	<p>If the data subject's request is approved, they will be provided with the requested data and a copy of this form.</p> <p>If the data subject's request is denied in full or in part, they will be provided with a resolution from a government employee along with the bases and justifications of the denial and a copy of this form. An appeal or request for rectification can be lodged with the Parliament's Chancellery Commission regarding a government employee's resolution according to the appeal instructions.</p> <p>The data subject shall have the right to lodge a complaint with a supervisory authority if they consider that the processing of their personal data infringes data protection regulations. In Finland, the supervisory authority is the Data Protection Supervisor. This right is not restricted by the abovementioned rights to appeal or request a rectification regarding a government employee's resolution. (NB! The right to appeal is not possible before the Finnish Personal Data Act (HE 9/2018 vp) has been passed by the Parliament. The proposal for the Personal Data Act proposes that the data protection supervisor is the national supervisory authority of Finland.)</p>
Contact information	<p>Contact information for the Institution's Data Protection Officer: Email: tietosuojavastaava@fiia.fi Postal address: Arkadiankatu 23 B, 00100 Helsinki Telephone (switchboard): +358 (0)9 432 7000</p> <p>Data Protection Supervisor's office, contact details: Visiting address: Ratapihantie 9, 6th floor. 00520 Helsinki Postal address: P.O. Box 800, 00521 Helsinki Telephone (switchboard): +358 (0)29 56 66700 Fax: +358 (0)9 56 66735 Email: tietosuoja@om.fi</p>