



**Parliamentary Office
Registry**

**Application to exercise data subject's rights
under the EU General Data Protection
Regulation**

Visiting address: Eduskuntakatu 4, Helsinki

Instructions at the end of the form. Filing
number (filled by Registry):

Data subject's request

Please specify the data subject's right that this request concerns (right of access, right to rectification, right to erasure, right to restriction of processing, right to data portability or right to object).

Please specify the filing system or the processing of personal data that this request concerns. Please specify the period of time that this request concerns. (See the instructions and data protection statements)

Please specify the preferred method. (View the data in Parliament's premises, pick up a hardcopy at Parliament, receive by post or by e-mail.)

Data subject's identity, contact details and signature

First name and last name, address, e-mail address, telephone number

Place, date and data subject's signature

At Parliament ____ / ____ 20__

Parliamentary Office completes**Receipt of request and verification of data subject's identity**

Request received on _____

Data subject's identity verified by means of:

 passport ID card other; please specify: _____Name and position of the person who received the request and verified identity

_____**Processing and decision** The request is granted. The request is denied in whole or in part. (Attach the decision with instructions for appeal.) Filing systems do not contain any data on the requesting party.**Response and processing** The requester has been sent a response to this request in the manner specified. Date: _____ The requester has been given an answer in person. Date: _____ The requester has been given access to the relevant data. Date: _____Name and signature of the person who processed the request and the date of the decision

At Parliament ____ / ____ 20____

INSTRUCTIONS:

Data subject's request	<p>If the data subject wishes to make multiple requests, a form must be filled in for each request separately. The requests should be as detailed as possible.</p> <p>The data protection statements describe the purposes of the processing of personal data at the Parliamentary Office and the legal bases for the processing as well as other information on the processing of data subjects' personal data in accordance with the data protection regulation.</p> <p>The data protection statements of the Parliamentary Office are maintained at https://www.eduskunta.fi/FI/tietoeduskunnasta/Organisaatio/tietosuoja/steet/Sivut/default.aspx</p> <p>The request is free of charge. If the request is manifestly unfounded or unreasonable, particularly if it is made repeatedly, the data subject may be charged a reasonable fee or the request may be refused.</p>
Data subject's rights	<p>The data subject's rights are based on Articles 15–22 of the EU General Data Protection Regulation. Restrictions apply to the exercise of these rights depending, for example, on whether the processing of the data subject's personal data is based on their explicit consent or on the fulfillment of a legal obligation of the authorities or on the exercise of public authority. More information on the data protection regulation and the rights of data subjects is available at the website of the Office of the Data Protection Ombudsman: www.tietosuoja.fi</p>
Response	<p>The request is to be answered in the manner specified unless it is unreasonable or difficult for technical or other reasons. In that case, an appropriate alternative delivery method is sought. The request will be replied to within one month of its submission.</p>
Confirmation of identity	<p>The data subject can only make requests concerning his/her own personal data. The data subject shall submit the request in person at the Registry of the Parliamentary Office at Eduskuntakatu 4, Helsinki, where he/she will be required to present a valid identity document.</p>
Decision, right to appeal and legal remedies	<p>If the data subject's request is granted, the requested data and a copy of this form will be provided to him/her.</p> <p>If the data subject's request is refused in whole or in part, he/she will be provided with the official's decision stating the grounds for the refusal and a copy of this form. A decision made by an official may be appealed to the Parliamentary Office Commission.</p> <p>The data subject has the right to file a complaint with a supervisory authority if he/she considers that the processing of his/her personal data violates the data protection regulation. In Finland, the supervisory authority is the Data Protection Ombudsman. This right is not restricted by the aforementioned right to appeal against a decision made by an official.</p>
Contact details	<p>Contact details of the data protection officer at the Parliamentary Office: E-mail: dataprotectionofficer@eduskunta.fi Postal address: 00102 Eduskunta Telephone (switchboard): +358 9 4321</p> <p>Contact details of the Office of the Data Protection Ombudsman: Visiting address: Ratapihantie 9, 6th floor 00520 Helsinki Postal address: PO Box 800, FI-00521 Helsinki, Finland Telephone (switchboard): +358 29 56 66700 Fax: +358 9 56 66735 E-mail: tietosuoja@om.fi</p>