

Ministry of the Interior

Printable form for information requests in accordance with the EU General Data Protection Regulation

The European Union General Data Protection Regulation (2016/679) entered into force in May 2016 and became applicable nationally as of 25 May 2018. Under Article 15 of the General Data Protection Regulation, data subjects, i.e. you have the right to obtain access to your personal data.

You can submit an information request using this form by filling it in and sending it to the registry of the Ministry of the Interior at: Ministry of the Interior, PO Box 26, FI-00023 Government. Alternatively, you can bring it in person to the registry at the following address: Ritarikatu 2 B, Helsinki, or fill in the request at the above address in person.

Please note that we must be able to identify you if you come in person, so make sure to bring along an official ID card (e.g. passport, official identity card or driving licence). Without identification we cannot send you the requested information. We will send you the requested information by registered mail, which you can pick up at your local post office. If you prefer to pick up the requested information from the registry office service point on Ritarikatu, make sure to bring an official ID card (passport, official identity card or driving licence).

Data subject information

Name: _____
 Street address: _____
 Postal code and town/city: _____
 Personal identity code: _____
 Telephone number: _____
 Email: _____

Please supply the requested information:

- By registered mail
 I will pick up the requested information from Ritarikatu 2 B, Helsinki

Please give the following information so that we can provide the requested information governed by the General Data Protection Regulation.

When or over which period have you contacted the Ministry of the Interior?

- Over the past 12 months
 Over the past 24 months
 Over the past five years
 Other, please specify _____

We only store personal data for justifiable reasons. For this reason, we need more information on the nature of your inquiry with the Ministry. In what matters have you contacted the Ministry of the Interior?

- Responding to a request for an opinion

- Sending a letter from the public or giving feedback
- Submitting a request for a document or information
- Employed in the Ministry
- Offering consultant services
- Application for support or licence
- Application for authorisation to provide education
- Application for government grants
- Application for a post or position
- Lodging a complaint or appeal
- Subscribing to a newsletter or press releases
- Joining an electronic mailing list
- Blog commenting
- Participating in procurement or tendering processes, please specify

Participating in an event organised by the Ministry, please specify

Other, please specify

Please note that

- 1) Under Article 12(5) of the General Data Protection Regulation, where requests from a data subject are manifestly excessive, the controller (i.e. the Ministry) may refuse to act on the request. We need you to supply the information on this form to ensure that your request is not manifestly excessive.
- 2) All information requests are registered and stored in electronic format in the Ministry's official case management system. The data recorded in the registration process include what the matter concerns, when the Ministry has received the information request and who has requested the information. To be able to reply to the information request, the contact details of the person making the request and the nature of the request are documented in electronic format.

Place and date

Signature