

Inspecting the data subject's own data

Without being hindered by confidentiality regulations, everyone has the right to know what personal data concerning them has been stored in the personal data file or that the register does not contain information concerning them. The information shall be provided without undue delay, in an understandable form and, upon request, in writing.

The data subject can use this form to express their wish to exercise their right of access to their own data. The data subject sends the completed form to: *Felm, Data Protection Officer P.O. Box 56, FI-00241 Helsinki.*

After this, it is agreed when the data subject will visit the office of Felm to exercise their right. The data subject proves their identity with a valid passport or driver's license, and the signature on the identity document is compared with the signature on the request form. The information shall be provided to the data subject in electronic form, unless otherwise requested.

The date of determination of the requested information shall be recorded and Felm shall provide the requested information within one month of this date.

The report shall contain the following information:

1. Description of personal data
2. Purposes of processing personal data
3. Who has access to personal data.
4. From which sources has Felm obtained the information
5. From whom data is regularly obtained and to whom it is disclosed
6. Possible logic for automated decision-making with regard to data

The data subject fills in:

What data does the request concern and where is this data stored?

(You can also request all information about you from Felm without identifying it):

Place and date _____ Signature _____

Name clarification _____

Phone number _____

Felm fills in:

Date of receipt of the form and signature of the Data Protection Officer
