



Personal data inspection request

Vantaan Tilapalvelut Vantti Oy

With this form, you can submit to Vantti's services a personal data inspection request, pursuant to article 15 of the EU's General Data Protection Regulation.

SUBJECT OF REQUEST

I want to inspect my own personal data

I want to inspect my dependent's or client's personal data

First name

Last name

Identity number

I want to inspect data saved in the following services:

Meal Services

Facility Services

Cleaning Services

Lobby and security services

Recruitment system

I want to inspect the data for the following period: beginning ending

I want only the following documents / data concerning the services I checked:

I want to check all the data concerning the services I checked for the period I requested

REQUEST SUBMITTED BY

First names

Last name (including former last name(s)) Identity number

Address

Postcode and post office

Phone

Email

DATE AND SIGNATURE OF THE REQUESTER

Date

Signature

Print name

Deliver the request personally to Vantaa-infos in Tikkurila, Myyrmäki, or Korso.

TO BE FILLED IN BY THE RECIPIENT :

Requester's identity verified: Passport Driver's license Photo-ID

Date Signature Print name

FREE-OF-CHARGE INSPECTION REQUEST

Copies of personal data provided based on an inspection request are free of charge. A fee may be charged for documents that are provided for a second time. If the inspection request is subject to a charge, Vantti will verify whether you are prepared to pay the fee for the data before fulfilling the request.

VERIFYING IDENTITY

Before carrying out the inspection request, we will verify the requester's identity. In case of a personal visit, you can verify your identity with a police-granted driver's license, identity card, or passport.

REQUEST CONCERNING DEPENDENT'S OR CLIENT'S PERSONAL DATA

In case of joint custody, both guardians' permission and signature are required. A minor has the right to check their own data, if they are capable of deciding on their inspection requests as regards their age and development stage. If the request concerns an over-10-year-old child, also the child's signature is generally required for the request.

In order to verify your right to access data, you must deliver a copy of the document that verifies your right to access data to Vantti.. These documents consist of, for instance, an agreement on a child's custody, visiting rights, and living arrangements, confirmed by a child welfare officer, as well as a court decision on guardianship.

An under-18-year-old can deny showing their data to their guardians, if they are capable of independently deciding on matters affecting themselves. When required, an under-18-year-old will also be informed of an inspection request submitted by a guardian or by another person, before fulfilling the request.

A trustee is entitled to inspect their client's data if the inspection right is included in the trustee's power of attorney or an order. The trustee must present the power of attorney or decision by a court or registry office in connection with the inspection request.

RESPONDING TO AN INSPECTION REQUEST AND DELIVERING PERSONAL DATA

As a general rule, an inspection request will be answered, and personal data will be mailed or emailed by encrypted email within one (1) month from receiving the request. For a justified reason – for example, due to the extent of the request – the time can be prolonged by two (2) months.

DENYING AN INSPECTION REQUEST

If your request cannot be fulfilled, you will be notified about it, at the latest, within a month from receiving the request. The notification will state the reasons for the denial, as well as your possibility of submitting an appeal to a supervisory authority. The notification will also inform you of other legal remedies at your disposal, if any.