



## Requests for information based on the EU General Data Protection Regulation

According to the General Data Protection Regulation, GDPR, (2016/679) of the European Union, you have the right to know what personal data about you we have stored in the Finnish Foreign Service in connection with our services.

### **There are alternative ways to use your right to have access to your personal data.**

You can bring this request in person to our Registry service point at the address Ritarikatu 2 B Helsinki Finland, or you can bring this request to your nearest Finland's mission abroad.

You can also fill and sign this form and send it by post to us:

UM Kirjaamo  
PO Box 23  
00023 Government  
FINLAND

Alternatively, you can email this request for information, in which case you need to attach a signed form to the message and send it to [kirjaamo.UM@formin.fi](mailto:kirjaamo.UM@formin.fi).

Please note that we need to identify you to be able to provide the information you requested.

In Finland, we will answer to your request for information via a registered letter that you can pick up from your nearest postal outlet or from our Registry at the Ritarikatu service point. We will check your identity before giving the information.

If you are staying outside Finland and wish to pick up the answer from your nearest Finland's mission, write the name of the mission on the next page (Providing the answer). We will check your identity at the mission before giving the information. You can find information about Finland's missions on our website <https://um.fi/web-presence-of-the-finnish-missions>.

### **Your personal information** *(we need your personal information to retrieve your data):*

Full name:

Nationality:

Address:

Postal code:

City:

Country:

Date of birth:

Phone number:

Email:

Providing the answer:

I want the answer in the form of a registered letter (**in use in Finland only**)

I will pick up the answer from Registry service point at Ritarikatu 2 B, Helsinki

I will visit the following Finland's mission abroad to get the answer :

Personal data is stored for justified reasons only. The following additional information is requested for us to be able to provide the requested personal data in accordance with the GDPR.

**When or over which period of time have you been in contact with the Ministry?**

During the past 12 months

During the past five years

Other, what?

**In what matters have you contacted the Ministry?**

I have been a party to a consular case

I have applied for a visa to Finland

I have participated in an event organised by the Ministry (name of the event):

I have subscribed to a newsletter, press release or publication

I have sent a letter from a citizen, feedback or request for information

I have entered my details at [matkustusilmoitus.fi](https://matkustusilmoitus.fi)-service

I have commented a blog

I have applied for a job from the Finnish Foreign Service

I have been an employee of the Finnish Foreign Service

Other, please specify:

Please note that

- 1) We will register your request for information and store it in our case management system. The subject matter of your request, the date of your request for information, and your name and contact information will be entered in the system. According to the Ministry's archival formation plan, requests for information will be stored permanently.
- 2) Under Article 12, point 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.

Place and date

Signature