



**TE-palvelut**  
tjänster | services

### Printable form for making a request for information under the EU General Data Protection Regulation

Under Article 15 of the EU General Data Protection Regulation (2016/679), you as the data subject have the right to check what data has been stored about you in the Employment and Economic Development Offices' information system.

With this form, you can make a request for information and submit it to your TE Office's registry either by post or by e-mail. You can also submit the information request form by visiting your TE Office. The sender of the email must encrypt the email in order to ensure privacy.

Please note that we need to identify you in order to deliver a response. This means that we will send a reply by registered letter, which you can retrieve from the nearest Posti service point. If you retrieve your response personally from the TE Office, we will check your identity using your passport, ID card or driving licence.

#### Data subject's information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal code and post office: \_\_\_\_\_  
Personal ID number: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_

I want to receive the response as:

- A registered letter
- I will retrieve the response from the TE Office registry

We are asking a few questions so that we can provide the personal information you have requested under GDPR.

#### When have you been in contact with the Employment and Economic Development Office?

- Within the last 12 months
  - Within the last two years
  - Within the last five years
  - Other period of time, please specify
- 

**We only store personal data for valid reasons, which is why we are asking for more information on your dealings with the TE Office. Why have you contacted the TE Office previously?**

- To register as a jobseeker at the TE Office
- To register as an employee at the TE Office
- To participate in labour market training
- To subscribe to a newsletter or bulletins
- To initiate a complaint or appeal

To participate in an ESF project, from 2014 onwards, which one, when?:

\_\_\_\_\_

To participate in an EGF project, when?:

\_\_\_\_\_

To participate in labour market training, which one, when?:

\_\_\_\_\_

To participate in an event organised by the TE Office, which one, when?:

\_\_\_\_\_

Other, specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I want to check the following information/documents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I want to check all my personal data stored in the Personal Customer Register (URA) of the Employment and Economic Development Offices.

Please note that:

- 1) To check your personal data in the TE Offices' Personal Customer Register, contact the TE Office in whose area you have used services.
- 2) According to Article 12 of GDPR, if a request is manifestly excessive, the controller has the right to refuse fulfilling the request. We need the information requested on this form to ensure that the request is not excessive.
- 3) The request for information will be registered and stored electronically in the official customer register of the TE Offices. Registered information consists of what the matter is, when the TE Office has received the request for information, and who is the applicant of the request for information. For us to be able to respond to the request for information, the contact details of the person submitting the request for information are also recorded electronically.

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Signature