VTJKYSELY INTERFACE SERVICE DESCRIPTION

11 May 2023

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VTJkysely interface service description

1 VTJkysely interface

- The customer can run queries with its own application in the Population Information System through the VTJkysely interface. The interface is available 24/7.

- VTJkysely interface is intended for retrieving individual population data.

- The VTJkysely interface is not intended for regular or extensive updating of data in one's own register or for other mass surveys.

2 Technical aspects of the VTJkysely interface

- Queries on the VTJkysely interface can be made on WebService interfaces through protected internet connections.

- The data is transmitted as XML messages using a WebService interface.

- Customers must use the Suomi.fi Data Exchange Layer when transferring information on the VTJkysely interface. For more information on Suomi.fi Data Exchange Layer: https://palveluhallinta.suomi.fi/en/sivut/palveluvayla/esittely

2.1 Principles governing the use of the WebService interface

- All query data in the identifier queries is transferred as SOAP query parameters

- In identification and sampling queries, the query parameters are transferred in a query message attached to the SOAP body

- To ensure compatibility, no SOAP extensions are used in WebService messages

2.2 Customer's client implementation

- VTJkysely query WSDL descriptions can be found in the API Catalogue: https://liityntakatalogi.suomi.fi/en_GB/dataset/vtjrajapinta

- The customer must provide the SOAP query as parameters so that the validity of its user ID and password can be checked. If necessary, the Digital and Population Data Services Agency will issue a new password for the user ID. The user ID and password issued by the Digital and Population Data Services Agency should be easily convertible into the customer connection configuration.

- The ID of the end user must always be given in connection with the query. Using the ID of the end user, the customer must be able to supply the Digital and Population Data Services Agency with the details of the party making the query for five years from the query.

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3 Using the VTJkysely interface on the Suomi.fi Data Exchange Layer

Suomi.fi Data Exchange Layer is a standardised data transfer channel providing a standardised means for transferring data between organisations. It defines how the data and services are transferred between different information systems.

Using the Data Exchange Layer requires a security server. Services by government agencies other than the Digital and Population Data Services Agency are also accessible to users of the Data Exchange Layer. Organisations can use the services of all public authorities joining the Data Exchange Layer through a single security server.

Before joining the Data Exchange Layer, an organisation must 1) obtain the data permit for the VTJkysely and 2) purchase the security server. Read more about joining the Suomi.fi Data Exchange Layer at https://palveluhallinta.suomi.fi/en
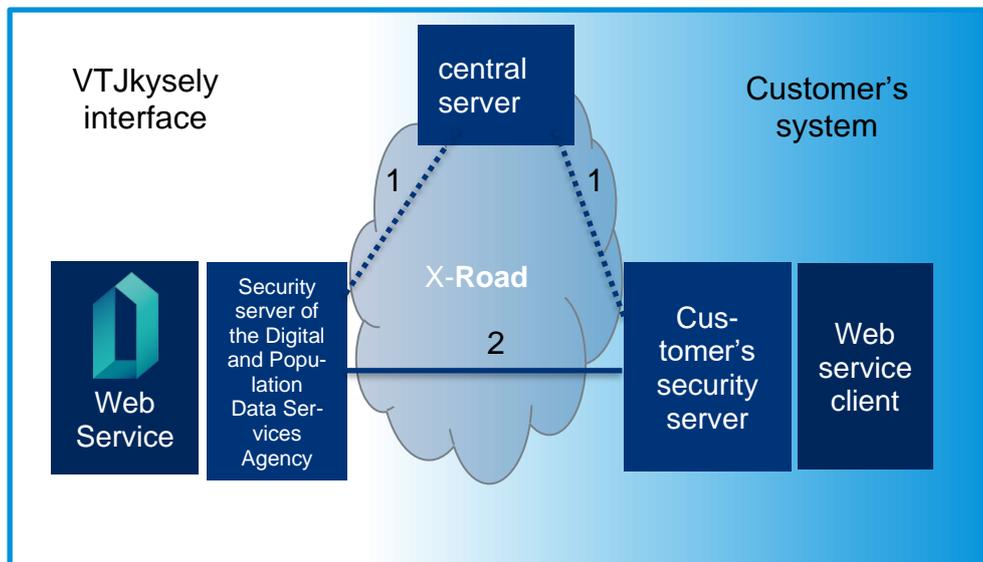
1 ⋯⋯ The Digital and Population Data Services Agency and the customer register their security servers on the central server of the Data Exchange Layer.

2 ▬▬ Data will flow between the two security servers.

4 VTJkysely interface products

4.1 Products

The interface may be used to disclose personal and other data kept in the Population Information System in accordance with the permit holder's needs. The data disclosure process must be in compliance with the law. The VTJkysely interface product means the dataset that is transferred in the reply message.

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When a personal identity code is used as a search argument, the data to be disclosed may include a person's name, municipality of residence, address, mother tongue and guardianship data. When the building code is used as the search argument, the products may include identification of buildings, as part of which the building data (such as its location, basic information, and properties) is transferred.

The Digital and Population Data Services Agency has a range of ready-made interface products. You can view the ready-made products for the private sector in the commercial VTJkysely interface price list on the website of the Digital and Population Data Services Agency.

If you do not find the right product for your needs, the Digital and Population Data Services Agency can construct new interface products. Any costs from the construction of the new product will be charged from the customer.

4.2 Search criteria for product data

The search criteria for VTJkysely interface products are as follows:

- Personal identity code
- Building identifier
- Real estate unit identifier
- Municipality in which the building is located and building address

Queries about personal data should always be made based on the personal identity code.

4.2.1 Queries made by public sector operators that are not based on personal identity code

Public sector operators may also make queries without using a personal identity code as a search criterion. These queries are called identification queries. Identification queries may only be made if the customer does not have a personal identity code for a specific reason. The personal identity code is disclosed if only one person can be identified with the search criteria.

The mandatory search criteria in an identification query are as follows:
- Current surname
- Current forename or any of the person's current forenames
- Date of birth

Optional search criterion:
- Municipality of residence

4.2.2 Updating the register of public sector operators or other mass data retrieval using VTJkysely interface

In exceptional cases, the Digital and Population Data Services Agency may allow register updates using VTJkysely interface. Updates may only be made at times, and with the rate of queries, agreed in advance. Contact the Digital and Population Data Services Agency for times by sending email to vtjkysely-rajapinta@dvv.fi.

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The Digital and Population Data Services Agency may, for justified reasons, terminate the use of the VTJkysely service for register update.

The VTJkysely interface supplies all real-time data on the person in question (not only the changed details). The updating service is not available to private sector operators.

4.2.3 Notifying the person subject to the query

As a rule, when queries are made in the Population Information System as part of e-services, the persons subject to the query must give their consent or they must be appropriately notified of the query. Before the VTJkysely service is introduced, the customer must ensure that all its arrangements are in accordance with the General Data Protection Regulation of the EU.

5 Data security requirements

The data disclosed as part of the VTJkysely interface service must be appropriately used and protected. When submitting its VTJkysely interface application, the applicant must provide details of how it intends to protect and use the data. General data security requirements for the VTJkysely interface service are described below. The Digital and Population Data Services Agency may also issue other data security requirements and instructions.

5.1 Security of data communications, software, datasets, operations, and hardware

- The organisation must have procedures in place ensuring that equipment that are withdrawn from use or taken for servicing do not contain data obtained from the Population Information System or other personal data.

- Access to the VTJkysely interface will only be granted if the organisation has a security system and software-based anti-malware protection that are automatically updated.

- All data communications containing VTJ data and personal data must be encrypted. The organisation must use encryption protocol TLS 1.2 or a more recent version.

- The organisation's production and testing environments must be separated.

5.2 Management of access rights and password policy

- The persons running VTJkysely interface queries for the data permit holder must have personal user IDs to the permit holder's system making queries in the VTJkysely interface. The access rights holders must keep the user IDs and passwords assigned to them carefully and they may not be disclosed to others.

- The access rights management processes have been documented and the prerequisites for their validity are checked on a regular basis.

- The permit holder must ensure that, if a person authorised to use the VTJkysely interface leaves the organisation or is absent for a long period, or the access rights otherwise

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expire or are cancelled because of misuse, the person's right to use the VTJkysely inter-
face in the Population Information System is withdrawn.

- Passwords to systems in which Population Information System data is processed or may
be viewed must be secure and they must be processed in a secure manner. A secure
password has more than 20 characters and contains both lower- and upper-case letters,
digits, or special symbols. The passwords must be personal, and they may not be dis-
closed to others.

5.3 Log data

The Digital and Population Data Services Agency supervises the use of VTJ data by means
of query logs. The organisation must keep the log in an appropriate manner and be able to
determine the following: who ran the query, for what purpose, and when the query was made.

- The organisation must make periodic checks to ensure that the logs are generated.

- The personal details of the person running the query, the exact time of the query and the
object of the query must be recorded in the logs. In the query message, the person run-
ning the query must be identified in the 'end user' parameter. If the system runs the query
automatically, the name of the system (or similar) must be identified as the end user.

- The log data of the Population Information System must be kept for five (5) years, after
which the data must be destroyed in a secure manner.

- The log data must be protected against tampering. If the log data may be tampered with,
the permit holder must keep a log of log/audit log that cannot be tampered with.

- Access to the log data must be restricted to persons performing the tasks that the log
data concerns.

5.4 Administrative and physical data security

- It must be ensured that outsiders can only enter the facilities (such as workstations) in
which Population Information System data is processed when accompanied by author-
ised persons. It must also be ensured that outsiders do not have any access to Population
Information System data and that the facilities are locked or supervised when the author-
ised personnel are not present.

- The organisation's servers and databases in which Population Information System data
is processed must be in the EU/EEA with some exceptions. The exceptions are consid-
ered on a case-by-case basis in connection with the processing of the data permit appli-
cation.

- If Population Information System data is processed outside the organisation (for exam-
ple, if the processing of the data has been fully or partially outsourced), the requirements
concerning the use of the Population Information System data must also apply to the
subcontractor or the party to whom the processing of the data has been outsourced on a
contractual basis.

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5.5 Human resources security

- The organisation must have guidelines for processing Population Information System data and provide its personnel with appropriate training. The personnel must have legal liability for their acts, or the organisation must have other written arrangements under which the staff members pledge to keep the Population Information System data secret and process it in an appropriate manner.

- The organisation must have appropriate procedures for ensuring that the personnel are kept up to date with the terms and conditions of the data permit granted by the Digital and Population Data Services Agency and with other terms and conditions regarding the use of the Population Information System data and services.

- The organisation must have a data security officer. The organisation must also have guidelines for data security incidents and provide personnel with training in how to deal with them.

5.6 Testing

- Testing can be carried out when the data permit process has progressed sufficiently and the customer's data requirement (interface product to be used) is known.

- The testing of the Population Information System data must take place in a separate testing environment and the test cases supplied by the Digital and Population Data Services Agency must be used.

- The customer can also search for test cases from the testiaineisto.fi service. You can request a user ID and a password for the service by email from organisaatiopalvelut@dvv.fi.

- Testing in production environment is not allowed, this includes usability testing.

6 Data permit and the processing of data disclosure

6.1 Data permit

Decisions on disclosing data that can be accessed using the VTJkysely interface and on the terms and conditions governing the use of the VTJkysely interface are made by the Digital and Population Data Services Agency. To start using the interface, the organisation must receive a data permit from the Digital and Population Data Services Agency and acknowledge its commitment to the permit conditions. The data permit specifies the products to which the permit holder may access, the purposes for which the data may be used, and any other necessary conditions.

The application for the data permit must be submitted electronically, using the e-services of the Digital and Population Data Services Agency (https://asiointi.dvv.fi/#!/login). Data from the Population Information System can only be disclosed if accessing the data is necessary and it is used for acceptable purposes. The type of data that can be disclosed is determined by the legislation and data protection regulations.

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The application for the data permit must contain a description of the purpose for which the data will be used and justifications for the use of the data in question. In connection with its application for the data permit, the organisation must also provide a separate data protection description detailing how the data will be used and protected.

6.2 Types of data permit

6.2.1 Regular data permit

A regular data permit is a VTJkysely interface data permit granted to an organisation for its own use. The interface connection is opened for the data permit holder, which is also the end user of the data and the controller.

6.2.2 Umbrella permit

An umbrella permit is a data permit granted by the Digital and Population Data Services Agency to a specific group of organisations. A separate interface connection is opened for each of the organisations and each organisation is responsible for such matters as keeping of logs.

Umbrella permit for municipalities

Municipalities can obtain a ready-made data permit, which can be viewed on the webpage https://dvv.fi/vtjkysely-rajapinta (Only in Finnish and Swedish).

Umbrella permit for wellbeing services counties

Wellbeing services counties can obtain a ready-made data permit, which can be viewed on the webpage https://dvv.fi/vtjkysely-rajapinta (Only in Finnish and Swedish).

6.2.3 Framework data permit

In the framework data permit, the Digital and Population Data Services Agency has authorised the framework data permit holder to transmit Population Information System data for purposes specified in the data permit. The customer searching for Population Information System data through the service provided by the framework data permit holder must comply with the terms of the data permit issued by the Digital and Population Data Services Agency through the framework data permit procedure. The parties granted the framework data permit provide advice and launch the permit process through the e-services of the Digital and Population Data Services Agency.

An interface connection is opened for the framework permit holder in the Population Information System. The framework permit holder will open a connection for its end customers or will show the information through its own browser service. Transmitting the information to end customers is subject to customer-specific approval by the Digital and Population Data Services Agency.

The framework permit holder must ensure that sufficient logs on the use of data by each end customer are kept.

The permit holder must ensure that it has a log file where all queries run in the Population Information System are saved, making it possible to verify the name of the customer organisation and the customer organisation user (at individual level) who ran the query, as well

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as the data that was queried in the Population Information System and the date and time of the query (dd.mm.yyyy.time).

The data permit holder's customer organisation must also keep a user log from which the identity of the users running queries, the time when queries in the Population Information System have been run and the data queried can be established.

6.3 Processing of data disclosure

Before submitting the application for data permit, the customer should familiarise itself with the processing regulations and other issues concerning the Population Information System data.

6.3.1 Information subject to non-disclosure order and notification of non-disclosure order

If justified reasons so warrant, public authorities may be granted access to Population Information System data subject to a non-disclosure order. Information subject to a non-disclosure order means information on the individual's whereabouts, such as address or municipality of residence. The authorities obtaining the information are also notified of the fact that the data is subject to a non-disclosure order.

The processing of the information subject to a non-disclosure order must be in accordance with the principles and guidelines laid out in the Digital and Population Data Services Agency's codes of conduct for non-disclosure orders (updated codes of conduct 28 January 2021, register number DVV/6880/2020). The permit holder has undertaken to observe these codes of conduct.

The notification of non-disclosure order is not subject to non-disclosure order. Under the general data protection principles, the data should only be disclosed if necessary.

6.3.2 Quality of the information on real estate, buildings, and housing units

The building, housing unit, and real estate information kept in the Population Information System is not publicly reliable and the quality of the information varies. Except for the address data and municipality of residence, the information referred to in the heading may not be used in decision-making concerning individuals unless they are provided with the details of the content and use of the data when decisions on the matter are made. Publicity reliable real estate data can be obtained from the land information system maintained by the National Land Survey of Finland.

The building data contained in the Population Information System is supplied by municipal building supervisory authorities. The comprehensiveness and accuracy of the information varies by municipality.

6.3.3 Foreign addresses

Not all foreign address data obtainable from the Population Information System is up to date. When a person moves from Finland to a foreign country, the new address is entered into the system. The foreign address data is mostly based on the notifications submitted by the persons in question. Finnish authorities only have regular exchange of information with their counterparts in a small number of countries.

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6.3.4 Data on occupations

The data on occupations is based on the information provided by individuals and their willingness to provide the information. This means that the data may be out of date or otherwise inadequate.

7 Commissioning the service

- See the material on the website of the Digital and Population Data Services Agency: https://dvv.fi/en/vtkysely-interface

- Determine your organisation's information needs and the purpose of the information

  o For advice, contact vtjkysely-rajapinta@dvv.fi

- You can apply for a data permit for your organisation at https://asiointi.dvv.fi/#!/login

- After your organisation has received the data permit, the Digital and Population Data Services Agency will deliver the response, technical descriptions, testing IDs and test cases

- Set up the connection through the Suomi.fi Data Exchange Layer, read these instructions first: https://palveluhallinta.suomi.fi/en/sivut/palveluvayla/esittely

- You will receive the production IDs after you have accepted the terms and conditions of the data permit

8 Price list

Price list for VTJkysely interface customers https://dvv.fi/en/vtkysely-interface

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9 Contact information and action in problem situations

Contact information

Switchboard 0295 536 000

vtjkysely-rajapinta@dvv.fi

Production-related problems 24/7

tel. 0203 43 433
dvv.sd@tietoevry.com

You can speed up the processing of the matter by providing details of your problem:
- Start time
- Error message from VTJkysely interface
- User ID
- IP address of the server sending interface queries
- Domain name used by the interface

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