



VTJ INTERFACE

Service description
15.2.2019





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VTJ INTERFACE SERVICE DESCRIPTION

1 VTJ interface

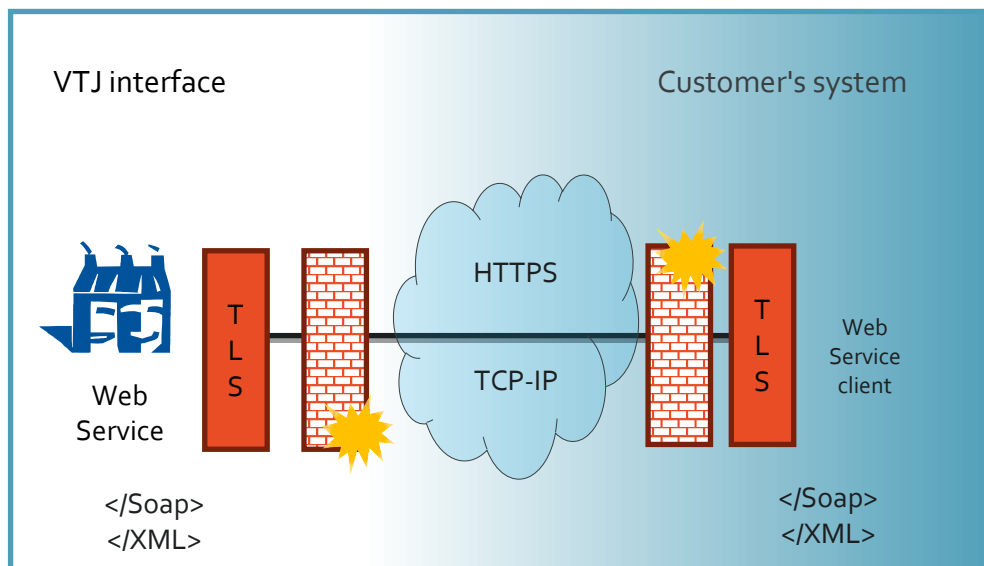
The customer can run information queries with its own application in the Population Information System through the VTJ interface. The interface is available 24/7.

The data is transmitted as XML messages using a WebService interface. The connections between the systems are identified by means of server certificates. The data is transferred in accordance with the HTTPS protocol and encrypted using the TSL protocol. Only server certificates issued by trusted parties may be used. You can also obtain the certificate from the Population Register Centre free of charge.

Municipalities and public sector organisations must use the data exchange layer when transferring information on the VTJ interface. Private sector organisations are allowed to use the data exchange layer.

2 VTJ interface query interface

Queries on the VTJ interface are made on WebService interfaces through protected Internet connections.



- Certificates are required for the TLS handshake.
- In the customer's system, consideration must be given to the following: connection of the client certificate, generation of the SOAP query and the parsing of XML reply data on the application.



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

2.2 Customer's client implementation

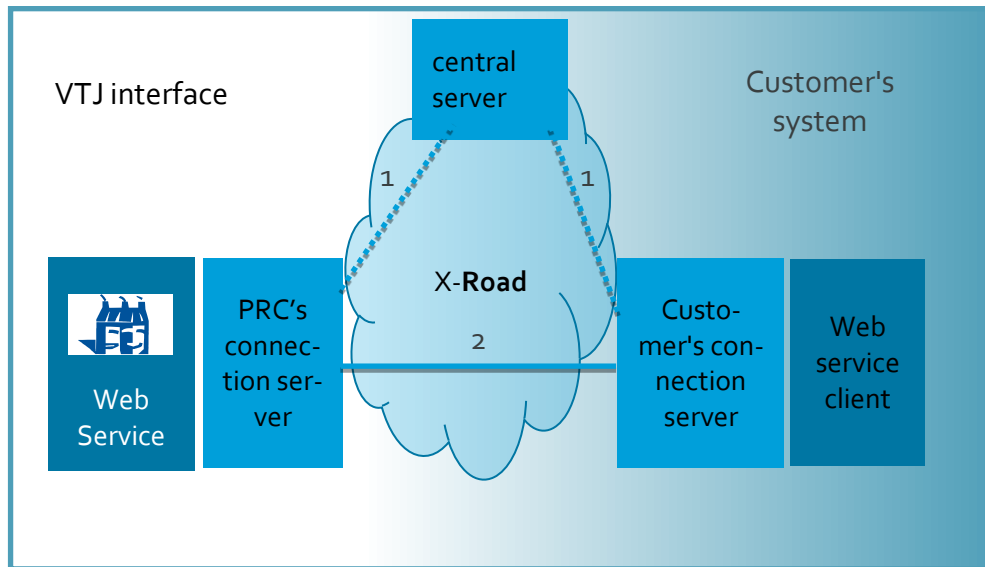
- For application queries, the customer needs a WebService client that can communicate with HTTP(S) protocol on VTJ WebService interface (port 443).
- The WebService client can be programmed or generated automatically on the basis of the WSDL description obtained from the VTJ WebService interface.
- The customer's connection is identified with a server certificate attached to the TLS handshake. In the server certificate, extended key usage means client authentication/checking of customer's access rights. Only server certificates issued by trusted parties may be used and the certificate must have a publicly available revocation list service.
 - A server certificate can be obtained free of charge from the Population Register Centre's e-services <https://asiointi.vrk.fi>
- The customer must provide the SOAP query as parameters so that the validity of its user ID and password can be checked. If necessary, PRC will issue a new password for the user ID. The user ID and password issued by PRC 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 PRC with the details of the party making the query for five years from the query.

3 Using the VTJ 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 connection server. In the future, services by authorities other than PRC will also be accessible to users of the data exchange layer. Organisations will be able to use the services of all authorities joining the data exchange layer through a single connection server.

Before joining the data exchange layer, an organisation must 1) obtain the data permit for the VTJ interface and 2) purchase the connection server. Read more about joining the Suomi.fi data exchange layer at <https://palveluhallinta.suomi.fi> and suomi.fi-asiakaspalvelu@suomi.fi



- 1 PRC and the customer register their connection servers on the central server of the data exchange layer.
- 2 — Data will flow between the two connection servers.

4 VTJ 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 VTJ interface product means the dataset that is transferred in the reply message.

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 Population Register Centre has a range of ready-made interface products available for its customers. You can view the ready-made products for the private sector in the commercial VTJ interface price list.

If you do not find a suitable product for your needs, the Population Register Centre may construct new interface products. As a rule, PRC will bear all costs arising from the product development process. The customer will have to pay the costs resulting from the creation of additional data categories for the product or any other similar costs arising from the process.



4.2 Search criteria for product data

As a rule, the Population Information System data may be queried on the basis of a personal identity code, building code, real estate unit identifier or building address. Queries concerning personal data should always be made on the basis of the personal identity code (private sector organisations).

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 mandatory search criteria in an identification query are as follows:

- current surname
- current surname or any of the person's current surnames
- date of birth

Additional non-mandatory search term:

- municipality of residence

In an identification query, the data is disclosed if only one person is identified on the basis of the search criteria. If more than one person is identified, no data is disclosed.

4.2.2 Updating the register of a public sector operator

The Interface service is intended for making individual queries. The Population Register Centre may permit the permit holder to update its register if there are special reasons for making the update. Updates may only be made at times agreed in advance.

The permit holder must agree on the time of the updates with the contact person of its own organisation or by sending an email to vtjkysely@vrk.fi. The Population Register Centre may, for justified reasons, terminate the use of the VTJ interface service with the register update.

The VTJ 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 introducing the VTJ interface service, the customer must ensure that all its arrangements are in accordance with the General Data Protection Regulation (EU 2016/679).

5 Data security requirements

The data disclosed as part of the VTJ interface service must be appropriately used and protected. When submitting its VTJ interface application, the applicant must provide details of how it intends to protect and use the data. General data security requirements for the VTJ interface service are described below. The Population Register Centre 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 data media 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 VTJ interface will only be granted if the organisation has a firewall 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 more recent).
- The organisation's production and testing environments must be separated.

5.2 Management of access rights and password policy

- The persons running VTJ interface queries must have personal user IDs to their own system. The access rights holders must keep the user IDs and passwords assigned to them carefully and they may not be disclosed to unauthorised persons.
- The access rights management processes must be documented and the prerequisites for their validity must be checked on a regular basis.
- The permit holder must ensure that, if a person authorised to use the VTJ interface leaves the organisation or is absent for a long period, or the access rights otherwise expire or are cancelled because of misuse, the person's right to use the VTJ interface 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 ten characters and contains both lower and upper case letters, digits or special symbols. The passwords must be personal and they may not be disclosed to outsiders.

5.3 Log data

The Population Register Centre supervises the use of the Population Information System data with query logs. The organisation must keep the log in an appropriate manner and be able to determine the following: who ran the query and for what purpose and when was the query 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 running 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 authorised 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 authorised personnel are not present.
- As a rule, the organisation's servers and databases in which Population Information System data is processed must be located in the EU/EEA with some exceptions. Exceptions are considered on a case-by-case basis in the context of the processing of a data permit.
- If Population Information System data is processed outside the organisation (for example, 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.

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 Population Register Centre 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 is possible when the data permit process has advanced sufficiently
- The testing of the Population Information System data must take place in a separate testing environment and the test cases supplied by the Population Register Centre must be used.
- The testing may not take place as part of production.



6 Data permit and the processing of data disclosure

6.1 Data permit

Decisions on disclosing data that can be accessed using the VTJ interface and on the terms and conditions governing the use of the VTJ interface are made by the Population Register Centre. To start using the interface, the organisation must receive a data permit from the Population Register Centre 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 applications for data permits must be made electronically, using the Population Register Centre's e-services (<https://asiointi.vrk.fi/#!/login>). Preconditions for disclosing data from the Population Information System are that accessing the data must be necessary and that the data is used for an approved purpose. The type of data that can be disclosed for the activities in question is determined by the legislation and data protection regulations.

The application for the data permit must contain a description of the purpose for which the data will be used and justifications for the applied data categories. In connection with applying for data permit, the organisation must also provide a separate description of data protection. The data protection description provides information on the way in which the data will be used and protected.

6.2 Different data permit types

6.2.1 Regular data permit

A regular data permit means that the organisation applies for the Interface service data permit for its own use. The interface connection is opened to the data permit holder, which is also the end user of the data.

6.2.2 Ready-made data permit for the municipalities

Municipalities, social welfare and health care joint municipal authorities as well as health care districts can obtain a ready-made data permit, which can be viewed on PRC's website: <https://eevertti.vrk.fi/vtj-rajapinta-kunnille-ja-kuntayhtymille>. Under this link, you can also find descriptions of the different product (message) options. The data permit can be ordered through the Population Register Centre's e-services.

6.2.3 Framework data permit

Framework data permit means that the data permit holder may provide the query interfaces specified in the data permit to its customer organisations that meet the requirements set in the data permit for a purpose specified in the data permit. The uses for which query interfaces may be provided have been defined specifically in the data permit.

The obligations that the data permit specifies for the data permit holder also apply to the framework data permit holder's customer organisations. The data permit holder's customer organisations must also commit to the terms of the data permit. Framework data permit holder advises their customers and starts their customer organisations data permit process through PRC's online service.



The framework data permit holder is responsible for keeping a log file of all Population Information System searches, which indicates the individual who made each search, the data searched, and the time of the search (dd/mm/yyyy and time).

Framework data permit holders organisations are responsible for ensuring that their log files indicate both the person that made each search and the timing of the queries and what data was requested.

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, the 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 PRC's codes of conduct for non-disclosure orders (updated codes of conduct 28 February 2013, registry no. 715/420/13). Permit holders must undertake to observe these codes of conduct.

The Population Register Centre may notify an authority of the non-disclosure order without providing the information subject to the order.

NB!

Information subject to non-disclosure orders or notifications of the orders are not disclosed to private sector operators.

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. Publicly 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. After that, changes in the address are only occasionally recorded. 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. If a person has moved abroad during the last six months, it is likely that the address information is still more or less up to date.

6.3.4 Data on occupations

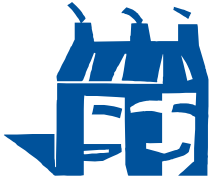
The Population Register Centre would like to point out that the data on occupations is based on the information provided by individuals and their willingness to provide the information. This means that the data may be out of date or otherwise inadequate.

7 Deployment of the service

- Have a look at the material on customer pages, at <https://vrk.fi/tietopalvelut-yrityksille-ja-yhteisoille/vtj-rajapinta>
- Determine your organisation's information needs and the purpose of the information
 - For advice, you can contact the experts of the Population Information Services at yritysasiakkaat@vrk.fi or julkishallinto@vrk.fi
- Have a look at the material on customer pages, at <https://asiointi.vrk.fi>
- After you have been issued with the data permit, PRC will supply the scheme, testing IDs and test cases.
- Send the server certificate required for the service and details of the testing start to PRC's technical contact persons. After that, PRC will open your test connection. If you would like to set up the connection through the Suomi.fi data exchange layer, read these instructions first: <https://esuomi.fi/palveluntarjoajille/palveluvayla/>
- When you have completed the testing, you can request the production ID after which you will be provided with access to the production environment.
- You can now start using the service. Remember to observe the terms and conditions of the data permit and keep the log as required.

8 Other material

- WSDL service description for application work
- Reply message description and test cases (will be supplied when the data permit has been granted)
- Data type catalogue for personal, building or real estate data connected with the reply message description. References to the catalogue are made in the product-specific description.
- VTJ interface server certificate for installation in the customer's server



Population Information Services

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12 (13)

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- price list <https://eevertti.vrk.fi/documents/2634109/2885463/VTJrajapinnan+liiketaloudellinen+hinnasto+LIITE+2b.pdf/175b5a76-37d2-43cb-8a00-716385588c66/VTJrajapinnan+liiketaloudellinen+hinnasto+LIITE+2b.pdf.pdf>



9 Further information

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