

## NOTIFICATION ABOUT AN EXTRA RESIDENT

Use this form to notify the Digital and Population Data Services Agency about an extra resident registered in your apartment.

**Send this form by mail to the Digital and Population Data Services Agency, P.O. Box 1003, FI-02151 Espoo**



### NOTIFIER

Forenames		Surname	
Address		Personal identity code	
E-mail (I agree that any relevant messages and decisions can be sent by e-mail to this address.)		Telephone number	

### APARTMENT INFORMATION

**I am notifying that at this address:**  
Street address

Postal code	Locality	Municipality
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I am the apartment's  
 tenant       owner/shareholder       owner's representative

### RESIDENTS OF THE APARTMENT

Number of residents:

**The following person(s) reside(s) in the apartment (if necessary, continue in the "Additional information" section):**

Forename	Surname	Personal identity code

### PERSON(S) WHO DOES/DO NOT RESIDE IN THE APARTMENT (IF KNOWN)

Forename	Surname	E-mail	Telephone number

### ADDITIONAL INFORMATION

### DATE, PLACE AND SIGNATURE

Date (place and time)	Signature and name in capital letters
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For additional information on processing times: [www.dvv.fi/en/-/processing-times-of-customers-applications-and-other-requests](http://www.dvv.fi/en/-/processing-times-of-customers-applications-and-other-requests).  
 You can check the number of residents in the apartment at: [www.suomi.fi/your-data/personal-data](http://www.suomi.fi/your-data/personal-data).

## Privacy statement

**The controllers for the Population Information System are the Digital and Population Data Services Agency and the State Department of Åland.** The switchboard number of the Digital and Population Data Services Agency is +358 295 536 000. The email address for the registry office is [kirjaamo@dvv.fi](mailto:kirjaamo@dvv.fi). For more specific contact information, visit our website at [www.dvv.fi/en/contact](http://www.dvv.fi/en/contact). The contact information for the State Department of Åland is available at [www.ambetsverket.ax](http://www.ambetsverket.ax).

### Why is my personal data collected?

The information you enter on the form is entered into the Population Information System. The Population Information System is maintained to facilitate, implement and ensure society's functions and information services as well as the rights and obligations of its members. The maintenance of the Population Information System is a legal obligation of the Digital and Population Data Services Agency. For more information on the processing of personal data related to the Population Information System please see [www.dvv.fi/en/pis-privacy-statement](http://www.dvv.fi/en/pis-privacy-statement).

### How long will my personal data be retained?

As a rule, the personal data entered in the Population Information System is stored permanently.

### Will my personal data be disclosed to others?

Provisions on the disclosure of data in the Population Information System are laid down in legislation. Personal data is disclosed to central and local government authorities for the purpose of carrying out their duties. Personal data may also be disclosed to individuals and entities where they need information to fulfil their rights or obligations, as well as for direct marketing, opinion and market research, address services, customer register updating, historical or scientific research or other similar purposes.

### What are my rights?

You have the right to inspect and correct the data that pertains to you and is stored in the Population Information System free of charge. You can access your information at [www.suomi.fi/your-data/personal-data](http://www.suomi.fi/your-data/personal-data), by visiting one of our service locations in person or by making a subject access request via the registry. If you notice any shortcomings in your data, you can correct them yourself by using the service for control of personal information, by visiting our service location or by contacting us by phone at +358 295 536 220. You can also prohibit the disclosure of your personal data for direct marketing, opinion and market research, public registers or genealogical research. You can prohibit the disclosure of data in the service for control of personal information or by notifying the Digital and Population Data Services Agency of the matter. For more information on prohibiting the disclosure of data, please see [www.suomi.fi/your-data/personal-data](http://www.suomi.fi/your-data/personal-data).

If you would like to ask about the processing of your personal data, you can contact the Digital and Population Data Services Agency's Data Protection Officer by email at [tietosuoja@dvv.fi](mailto:tietosuoja@dvv.fi).

If you believe that your personal data has been unlawfully processed, you have the right to lodge a complaint with the Office of the Data Protection Ombudsman. The contact details for the Office of the Data Protection Ombudsman are listed on the Office of the Data Protection Ombudsman website at [www.tietosuoja.fi/en/](http://www.tietosuoja.fi/en/).