University of Jyväskylä

data transfer request

Registry Office and Archive

P.O. Box 35, Building C

40014 University of Jyväskylä

# Data transfer request to the University of jyväskylä

**Requester’s information and delivery address. If the request concerns a public document only, it suffices that you give the necessary delivery information.**

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| Requester’s (organisation’s) name | Phone number |
| Street address | Postal code and post office |
| Contact person | Email address |
| Requester’s signature and printed name | Date and place |

1. **Justification for the transfer request**

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| Public document or information  Personal data |

1. **Intended use of the data** (Personal data can be delivered only if the recipient has a lawful right to process the personal data; General Data Protection Regulations (EU 2016/679, Article 6)

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| Scientific research (submit the research plan and possible documents concerning the notification to the data subject)  Statistical purpose  Marketing or other commercial purpose  Editorial purpose  For official use by authorities (name the regulation / lawful basis for processing) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other, please specify |
|  |
| Justification if you are requesting personal identity codes |
| Data protection practices (must be described for data other than public documents or information) |

1. **List of requested documents and data. Please detail if the personal data can be delivered in an anonymised (without identification details) or pseudonymised (without direct identification details) form** (please specify as precisely as possible)

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1. **The form and schedule of data transfer**

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| Data are requested:  as copies of documents As print-outs In an electronic form  File format:  Excel  PDF  Other, please specify  Preferred date of transfer (dd.mm.yy):  Delivery address: |

1. **Recipient of request**

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| --- |
| Registry Office and Archive P.O. Box 35 (C)  FI-40014 University of Jyväskylä  tel. +358 40 805 3472  e-mail: kirjaamo(at)jyu.fi  fax: 014 260 1021  Visiting address:  Seminaarinkatu 15  Building C (Main Building, 1st floor)  Room C 140, Customer service hours:  Mon-Fri 8:00 a.m.-3:30 p.m. |

Filling instructions for a data transfer request

The enclosed application form is meant for requesting data from a personal register and/or document of the University of Jyväskylä. Requests for personal data should be made in writing.

Data transfer requests can also be made to the data controller in a free format, orally or in writing, but **using the enclosed application form will speed up the process**.

The Act on the Openness of Government Activities (621/1999) is applied to the publicity and transfer of data and documents in the personal registers of the University of Jyväskylä and the General Data Protection Regulation (EU 679/2016) and other specific legislation are applied to personal data.

The request must be submitted to the Registry Office of the University of Jyväskylä.

For approved requests, the data will be transferred to the given address within two weeks from receiving the request. If the data transfer requires special arrangements or an extraordinary amount of effort, the data will be transferred within a month from the request at the latest (Act on the Openness of Government Activities, Chapter 4, Section 14). The time of the transfer is counted from the reception of the request or, if the request must be supplemented, from the date the requested supplement has received from the requester.

**1. Requester’s information and data delivery address**

When the data requested are subject to data protection legislation or confidential, the data controller must verify that the requester is entitled to get the requested data.

**2. Lawful basis for the data transfer request**

When requesting data from a confidential document or an authority’s person register, or when requesting data that form a person register or are in a document from which data can be transferred only under certain circumstances, the requester must explain the purpose for which the data will be used and how they will be protected as well as provide other information that is needed to clarify the prerequisites for transferring the data.

**3. The purpose for which the data will be used**

When dealing with personal data, the purpose must be informed (e.g. scientific research, marketing, etc.).

If the purpose is not stated clearly enough in the request, the data controller must ask for the requester to supplement the request. For example, in the case of a scientific research or an authority’s planning or investigation duties, the purpose of processing the personal data should be evidenced with necessary appendices.

When requesting personal data, it should be considered what data are necessary for the purpose, and, for example, whether a study could be conducted without personal data.

**6. Data transfer arrangements**

Data can be transferred either by mail or via encrypted email. For data to be delivered electronically, the requester must specify the preferred type of delivery and file format.

**7. Submitting the completed request form**

The form must be submitted to the Registry Office of the University of Jyväskylä.

Registry Office and Archive  
P.O. Box 35 (B)   
FI-40014 University of Jyväskylä

tel. +358 40 805 3472   
e-mail: kirjaamo@jyu.fi

Fax: +358 14 260 1021

Street address:   
Seminaarinkatu 15   
Building B (University Main Library, 1st floor)

Room B121

Customer service hours:   
Mon–Fri 8 a.m.–3:30 p.m.