

QUICK INSTRUCTIONS

DO NOT RETURN THESE INSTRUCTIONS OR THE APPENDICES

- Do not bend. If the form is folded, the information reading process may fail, as the form is read optically.
- Carefully read all sections of the form. Write in printing in clear handwriting. Use a regular ballpoint pen, not a pencil or a red pen.
- Fill in two separate forms, if you wish to notify one address to the Digital and Population Data Services Agency (later The Finnish Digital Agency) and another to Posti.
- Enter the date of birth and ID code of all persons moving (obligatory).
- Company and community notifications should be made using the change of corporate address form or online at www.posti.fi/business
- Fill in the "Contact information and signature of the notifier" section. Remember to enter the date and your signature on the form.
- Please mail the first page of the form in the attached return envelope (postage paid). Do not include appendices or this instruction sheet in the envelope.
- Keep the second page for yourself. On the reverse side, please familiarize yourself with the Posti's contract terms.
- When you order Posti's paid mail forwarding service, you will receive a bill for it.
- The Finnish Digital Agency will not send a separate letter of confirmation of the notice. On the reverse side, you will find details on the use of data notified to the Finnish Digital Agency.

FILL-OUT INSTRUCTIONS

POSTI'S services

If you do not want to make any changes in mail delivery, please do not fill in the Posti's section.

Selection of Posti's services

Select **Change of address and 12-month Move Mail Service**, when your old street address will no longer be valid and you want to make sure that all your mail items are delivered to your new address. With the Move Mail Service, you will get all your mail items (letters, magazines and bulk letters) to your new address.

Select **Change of address** when your old street address will no longer be valid and you only want to have the statutory handling for postal items bound to your old address. Based on the change of address notification, Posti will only forward letter items. Other items will be returned to the sender or processed as undeliverable.

Select **Fixed-term forwarding of mail items** when you want your mail to be temporarily forwarded, for example, to your vacation address. After the expiry of the service's validity period, your mail will be delivered to your permanent street address again.

Select **Fixed-term delivery interruption** when you want to interrupt mail delivery to your address. The accumulated mail can be picked up from the nearest post office two workdays after the subscription has expired.

Select **Notification of parallel address** when you want to notify an address parallel to existing address to which you want to receive mail.

Dates of the service The selected Posti's service may begin earliest after five working days. Enter a date of expiry for a fixed-term service.

Finnish Digital Agency - Statutory notification of change of address

If the location of your residence does not change, please do not fill in the Finnish Digital Agency section.

Selecting type of move

Select **Moving** when your permanent address (location of residence and home municipality) changes in Finland. Your old, permanent address will no longer be valid.

Select **Temporary change of address** when your new location of residence is valid temporarily. In the **Home municipality after the move** -section, enter the municipality where you are registered. Your home municipality will not change due to a temporary move. Fill in the section **In the temporary move, will any of your other address remain valid?** In the **Additional information** field, enter the reason for the temporary move (e.g. studying, renovation, attending an institution or the equivalent) and your possible, valid permanent residential address. A temporary move lasting for more than three (3) months must be notified to the Finnish Digital Agency.

Select **Emigration, permanent** when you move abroad from Finland and your permanent address changes. Emigration can be notified to the Finnish Digital Agency even if you do not yet know your new, foreign street address; listing the country and city is enough.

In the **Additional information** field, enter the reason for emigration and other relevant information. Select **Temporary emigration** when your residential address abroad is valid only temporarily.

Select a **Separate mailing address deviating from your residence address** if you wish to notify the Finnish Digital Agency of an address that is not your permanent or temporary residence but which you have notified to Posti as your mailing address* (more info at the back side). Do not notify your holiday address to the Finnish Digital Agency.

Select **No permanent place of residence** if you do not have a permanent residential address (e.g. in cases where you have only a Poste restante address). Please enter "Poste restante" or similar in the "New street address" field.

In **Additional information** field, you can enter freely-formulated additional information relating to your move. If necessary, you may enter, for example, the name of the former occupant of your place of residence.

Every person that the notification applies to

- Provide the full ID codes and names of all persons.
- In case there are more than six persons, it is recommended to submit the notification online at www.changeaddress.fi

Addresses

- Enter only one old and one new street address in the form. In the start section, in connection with the services selected, there is additional instruction for filling out the addresses.
- When moving from or moving abroad, the address information is entered in its own field. Write the addresses clearly in order to avoid errors.

The contact information and signature of the notifier

- Give at least one contact detail so that we can contact you in case there is something unclear in the notification. E-mail address will be stored in the Population Information System.
- Complete the form by entering the date, your signature and a clarification of signature.

Canceling the ordered service (Move Mail, Fixed-term forwarding, Delivery interruption)

Consumers have the right to cancel the contract in accordance with the provisions on distance selling in the Consumer Protection Act by informing Posti of it within 14 days of the conclusion of the contract. If the Service has been started as ordered by the Customer before the expiry of the cancellation period and the Customer cancels the Service after it has been started, the Customer will be invoiced for the establishment costs of the Service as well as for the Service already provided until the cancellation date according to the price list. Suspending the provision of the Service may take approximately 3 weekdays, during which time mail can be delivered to the location specified in the contract. The canceling notification always applies to all mail recipients included in the Service. **This form cannot be used to correct or change an ordered service.**

If you wish to cancel the Service you have ordered, you can do it by letter (Posti Ltd, Osoitepalvelut/palvelun peruutus, PL 8888, 33961 PIRKKALA, FINLAND) by paying the postage.

I notify that I want to cancel the contract that I have made concerning the following service:

Move Mail Fixed-term forwarding Delivery interruption

Start date of the service to be cancelled: _____

Reason for cancellation: _____

Name of the Customer: _____

Personal identity number: _____

E-mail and/or telephone (*): _____

Desired delivery address after the cancellation has taken effect:

Street address: _____

Postal code and city/municipality: _____

Account number (IBAN) (**): _____ Total (EUR): _____

Signature: _____ Date: _____

(*) Required information (**) Fill in your bank details if you have paid the Service-related fees before the cancellation

Provision of information on the processing of data in the Population Information System in accordance with Article 13 of the EU General Data Protection Regulation

Name of register: Population Information System

Data controller and contact information: Digital and Population Data Services Agency and State Department of Åland

Digital and Population Data Services Agency, www.dvv.fi/contact-information, telephone (switchboard) +358 295 536 000, email kirjaamo@dvv.fi
State Department of Åland, Torngatan 16 B, www.ambetsverket.ax, telephone + 358 18 635 270, email info@ambetsverket.fi

Data protection officer: Contact details of the Data Protection Officer at the Digital and Population Data Services Agency: tietosuoja@dvv.fi. The contact details can also be found at: <https://dvv.fi/tietosuoja>.

Purpose and legal basis for processing of personal data: The Population Information System is maintained by virtue of the Act on the Population Information System and the Certificate Services of the Population Register Centre. 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.

Disclosure of data: Information listed in the Act or Regulation will be disclosed to state and municipal authorities as will information necessary for the performance of their statutory or required duties. Individuals or communities are given access to data from the Population Information System when they need this information to exercise their rights and fulfil their obligations. Data can also be disclosed for the purposes of direct marketing, opinion and market surveys, address services, updates of customer registers, historical or scientific studies and/or other comparable purposes.

As a rule, the data contained in the Population Information System is not disclosed to parties outside the EU.

Personal data retention period: Personal data contained in the Population Information System is retained permanently with the exception of information on cases where social services have taken a child into care, which is deleted when the child is returned to his or her parent or when the child turns 18, and information on a foreign citizen's residence permit, which is deleted when the person receives Finnish citizenship.

As the information contained in the Population Information System is retained permanently, you do not have the right to request that your data be removed from the system.

Access to data: You have the right to know what information that applies to you is stored in the Population Information System. You can check your own personal data at www.suomi.fi/your-data. You can also check your data by visiting one of the local units of the Digital and Population Data Services Agency or the State Department of Åland in person, or in writing by using a form to request that your data be checked.

Correction of data and limiting the processing of data: You have the right to request correction of any incorrect data on you in the Population Information System. The request for correction must be submitted to the Digital and Population Data Services Agency or the State Department of Åland. You cannot demand a restriction of the processing of your data while the request for correction is pending.

You, as a data subject, can submit the following data by signing into your own data at www.suomi.fi/your-data: mother tongue and communication language (if your mother tongue is a language other than Finnish or Swedish), profession, preferred given name, e-mail address, prohibitions on the disclosure of data (with the exception of orders of non-disclosure for personal safety reasons) and resignation from a religious community.

Right to object: You do not have the right to oppose the processing of your data in the Population Information System, as the data is processed pursuant to the law. However, you have the right to prohibit the data controller from disclosing your data contained in the Population Information system for the purposes of direct advertising, distance selling and other direct marketing, market research and opinion surveys, public registers or genealogical research. You can prohibit the disclosure of your address as an address service. You can submit prohibitions on the disclosure of personal data to the Digital and Population Data Services Agency or the State Department of Åland in the web service www.suomi.fi/your-data after you have logged in, or by phone or in writing. For more information and the relevant forms, go to the website of the Digital and Population Data Services Agency at www.dvv.fi. A prohibition on information disclosure is register-specific. In other words, a prohibition registered in the Population Information System will not be relayed to other registers such as the postal service, and, for this reason, you must submit a prohibition on the disclosure of data separately for each register you want it to apply to.

Right to transfer data to another system: As processing of data in the Population Information System is based on the law and does not require your consent, you do not have the right to have your personal data transferred in electronic format from the Population Information System to another system.

Right to lodge a complaint with the supervisory authority: The data subject has the right to lodge a complaint with the supervisory authority regarding the processing of their personal data. The complaint is submitted to the supervisory authority: Office of the Data Protection Ombudsman, PO Box 800, FI-00521 Helsinki, email: tietosuoja@om.fi