**Request to verify personal data**

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| **Controller** | Northern Ostrobothnia Hospital District |
| **The register the Subject Access Request refers to**  | Based on Article 15 of the EU Data Protection Regulation (2016/679), I would like to verify the information that I have stored in the following register you maintain:  [ ]  patient register[ ]  other personal data register, which       |
| **Information on the data subject** | Name       | Personal identity code      |
| Street address      | Telephone number      |
| Postal code and city      |
| If the data subject has a guardian, legal representative or authorised representative, their name (please attach a copy of the decision/ detailed power of attorney) to the SAR       |
| Address of the guardian, legal representative or authorised representative, if not the same as above      |
| **Data to be inspected** | Detailed information on the data, such as the hospital, the unit which has provided care, specialty, date of visit.      |
| The period of time to be inspected.      |
| **Date and signature** | Date      | Signature and print name |

The right of access to data is a personal right. The guardian or legal representative of a minor under the age of 12, or the legal representative of an adult declared incompetent may exercise the right of access. The legal representative must prove their right of access to data with written documents. If the controller has reasonable doubts concerning the identity of the person who made the request, it can request the provision of additional information necessary to confirm the identity.

The data is provided free of charge once a year. An exception are diagnostic imaging results recorded on CDs or DVDs, where the charge is

16 €/ recording.

The controller can refuse the right of access to one’s own personal data. In such a case, a certificate shall be issued to the data subject, stating the reasons for the refusal and the instructions for appeal.

Please send the signed form addressed to the appropriate hospital/service centre, you can find the address below:

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| **Oulu University Hospital, Clinic of Psychiatry, Care of the Developmentally Disabled, Oulaskangas Hospital, Visala and other closed hospitals** |
| PPSHP / ArchiveP.O. Box 1090029 OYS |