# Order of data transfer

According to the Act on the Secondary Use of Health and Social Data, the transfer of personal data must utilise a secure transfer service.

Use this form, for example, when you need to transfer personal data from an individual data controller to a secure processing environment other than Findata’s Kapseli.

Data transfers are subject to fees based on the volume of data transferred and the time required for the transfer. The hourly rate for delivering data in accordance with the data permit is determined by the current decree of public charges set by the Ministry of Social Affairs and Health.

See current prices: [findata.fi/pricing](https://findata.fi/pricing)

**Please fill out this form carefully and send the completed form via email to data@findata.fi.**

## Permit details related to the transfer

Complete the table below with information on data permit or amendment permit decisions granted under the Secondary Use Act, on the basis of which the transfer will be made. The data controller is responsible for ensuring that the conditions of the permit(s) are met for the data being transferred.

*You can add more rows to the table as needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| Competent authority granting the data permit or amendment permit | Decision granted on (dd.mm.yyyy) | Decision expiry date (dd.mm.yyyy) | File number or other unique identifier |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Has the data been pseudonymised?
[ ]  Yes
[ ]  No

## Information on the data controller

*Only the data controller can order the transfer of the data.*

Organisation or individual name

Organisation business ID

I confirm that the transfer is ordered by the data controller
[ ]  Yes

## Contact person details

First and last name

Job title

Organisation

Email address

Phone number

Relationship between the contact person and the data controller

## Billing information

Invoice recipient

Provide a brief explanation if the invoicing party differs from the data controller

Billing method (select one option)
[ ]  E-invoice
[ ]  Paper invoice

Invoice reference

VAT number

*If e-invoice, please complete the information below.*

E-invoice address format (OVT or IBAN)

E-invoice address

Intermediary ID

*If paper invoice, please complete the information below.*

Postal address

Postal code

City

Country

## Transfer details

Size of the data to be transferred (GB)

Number of files to be transferred
*Files must be compressed in .zip format*

*Please complete additional details about the files to be transferred below. Add more rows as necessary.*

|  |  |  |
| --- | --- | --- |
| File name | File size (GB) | Contains identifiable data? (YES/NO) |
|  |  |  |
|  |  |  |
|  |  |  |

Order delivery date

Preferred delivery date for the data
*The data will be transferred to the recipient as soon as possible following data delivery, considering Findata’s general workload.*

## Data transfer provider and recipient

*The data provider and recipient need Nextcloud credentials. If necessary, credentials can be requested through Findata's e-service at asiointi.findata.fi*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Organisation | Contact person | Contact person's email | Relationship to the organisation | Nextcloud credentials |
| Data provider |  |  |  |  |  |
| Data recipient |  |  |  |  |  |

## Order details

Order date

Signature of the person completing the order

