

Business Information System

DESCRIPTION OF FILE, in reference to § 10, Personal Data Act (Henkilötietolaki, 523/1999)

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NAME OF THE REGISTER	Business Information System, BIS (Yritys- ja yhteisötietojärjestelmä, YTJ)
CONTROLLERS	The Finnish Tax Administration — Verohallinto PO Box 325, FI-00052 VERO Telephone +35820 612 000 Street address: Haapaniemenkatu 4 A, Helsinki.
	National Board of Patents and Registration — Patentti- ja rekisterihallitus (PRH) PO Box 1140, FI-00101 HELSINKI Telephone +3589 6939 500 Street address: Arkadiankatu 6 A, Helsinki.
THE PURPOSE FOR PROCESSING PERSONAL DATA	Personal data is processed for the following purposes: <ul style="list-style-type: none">- Granting of Business IDs,- Collection of identification data and basic information on businesses and organisations for the Business Information System, the basic registers of the Tax Administration and the Trade Register and the Register of Foundations of the National Board of Patents and Registration, and- Production of excerpts of the data To maintain registers is a procedure based on Business Information Act (Yritys- ja yhteisötietolaki 244/2001).
DATA CONTENT OF THE REGISTER	The following identification data and basic information are entered in the Business Information System: <ul style="list-style-type: none">- Business Identity Codes (Business ID)- Company names, parallel company names, auxiliary company names- Names and personal identity codes of persons- Domiciles or municipalities where the activities are managed- Postal addresses or street addresses and other contact information if given by the party liable to register- Main lines of business- The language (Finnish or Swedish)- Legal entity forms of companies- Data on entry in the following registers:<ul style="list-style-type: none">- Trade Register- Register of foundations- The register of VAT tax-payers, including the reason for registration- Prepayment Register

	<ul style="list-style-type: none"> - The register of entities liable to insurance premium tax or of entities liable to other tax. - Information on interruption/termination, - Information on the legal operating capacity of businesses (bankruptcy, liquidation or restructuring).
REGULAR SOURCES OF DATA	<ul style="list-style-type: none"> - The parties liable to register are themselves the sources of personal identification data and basic information. - The National Board of Patents and Registration is the source of data on Trade Register and the Register of Foundation entries. - The Tax Administration is the source of data on entries in the registers maintained by the Tax Administration. - The National Board of Patents and Registration is the source of data regarding the legal operating capacity of businesses.
REGULAR DISCLOSURES OF DATA	<p>Everyone is entitled to obtain information, excerpts and certificates on the entries made in the BIS, as defined in § 16, Business Information Act (Yritys- ja yhteisötietolaki 244/2001). The data can also be disclosed in electronic format.</p> <p>However, the following data are not disclosed:</p> <ul style="list-style-type: none"> - Personal identity codes - Names of physical persons if he or she uses a company name - Addresses other than those intended for general use - In the case of nonbusiness operations and the persons involved, personal identification data, information on the main line of business, information on their legal operating capacity, and the language. <p>BIS Information Service The website www.ytj.fi provides access to the data.</p> <p>Data selection service against a charge Deliveries of selected data are available as a service against a charge (for more information, visit www.ytj.fi / English / Data selection service).</p>
PRINCIPLES OF DATA PROTECTION	<p>A. Manually stored data The data are stored manually in separate archives at the National Board of Patents and Registration and the Tax Administration. Only the staff has access to the archives through a passage control.</p> <p>B. Electronically stored data The data are secured against unauthorized access, manipulation and destruction. The protection is</p>

	<p>based on passage control, personal user IDs and restricted access rights.</p> <p>The rights of access and making changes are defined as appropriate to the duties of the staff members. All changes will be registered.</p> <p>The protection against data destruction is based on the use of backup copies and physical safety measures.</p>
<p>RIGHT OF INSPECTION</p>	<p>Everyone has the right to inspect information on him or her in the Business Information System, or the right to verify that there is no such information in the System.</p> <p>Requests for data access should be submitted in writing to the National Board of Patents and Registration or to the Finnish Tax Administration. The requests must be personally signed. The information can also be inspected at the National Board of Patents and Registration or at a tax office upon proving one's identity.</p> <p>Under the provisions of the Personal Data Act, it is possible to inspect one's data free of charge once a year.</p>
<p>MAKING CORRECTIONS</p>	<p>The National Board of Patents and Registration and the Finnish Tax Administration are responsible for the correctness of the information entered in the Business Information System. The Personal Data Act and the Administrative Procedure Act are applied to any corrections to be made into the data. The appeal procedures of the tax acts must be used in the case of corrections regarding the entry of a person in the VAT Register or the Prepayment Register and other comparable corrections.</p> <p>If a person's name has been registered incorrectly, the error can be corrected when a request for amendment is sent to the controller of the Population Register.</p> <p>If a business address registered incorrectly, the error can be corrected with an address change notice via the electronic BIS Service or by submitting a BIS amendment form.</p> <p>If you have reported a change of address to the Population Register Centre it will not be transmitted automatically to the Business Information System.</p>