

## Asiakirjan tiedot

**Otsikko:** Henkilöturvallisuusselvityshakemuksen täyttöohje

**Kohde:** Yleinen

**Kohteen tarkenne:** -

**Laatija/pvm:** Rohila Heta / 06.08.2020

**Tarkastaja/pvm:** Helin, Sannamari / 10.08.2020

**Hyväksyjä/pvm:** Leppimäki, Petri / 10.08.2020

**Viimeinen voimassaolo:**

**Julkaisupaikka:** Turvajärjestelyt

**Yhteistyötaho:**

**Vanhentunut tunnus:**

**Arkisto:**

**Liitteet:**

**Jakelu:**

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## Instructions for filling in personnel security clearance request form

### 1 Personnel security clearance process

The security clearance procedure is based on the Finnish Security Clearance Act (726/2014). TVO Group requests a personnel security clearance as either a concise or a standard clearance. Personnel security clearance vetting has been conducted by the Finnish Security and Intelligence Service since 1 January 2016.

The personnel security clearance request form is divided into various sections:

- Section A is to be filled in by the TVO contact person/the person for whom security clearance is sought; however, the pre-filled data are not to be edited.
- Sections B through E are to be filled in to the extent necessary by the person for whom security clearance is sought.
- Section F is to be filled in by the relevant authority.

### 2 Phases of personnel security clearance application process:

#### 2.1 A1. Type of the security clearance

Select the requested type of security clearance as either concise or standard, because the request types are different in content.

Standard personnel security clearance vetting is conducted for:

- TVO Group employees
- Persons with work duties related to security arrangements
- Persons whose work duties authorise them to handle, other than on a random basis, authority documents that can or shall be safety-classified to protection levels II–III, or who in some other way carry out tasks where they by disclosing confidential information or through some other unlawful actions could risk nuclear safety or the security arrangements in place in a significant manner.

Concise personnel security clearance vetting is conducted for:

- Contractors
- Trainees employed by TVO Group

#### 2.2 A2. Particulars related to the requesting body

This is a pre-filled section, do not edit the pre-filled information.

## 2.3 A3. Grounds for requesting the clearance

When a personnel security clearance is requested for the first time, check the item "Appointment to public or private employment".

When renewing a personnel security clearance, check the item Renewal of security clearance.

The personal data form need not be attached to the personnel security clearance request form. A CV (Section 2.9) shall be attached to the request form for standard personnel security clearance vetting.

Do not select any of the other alternatives. The alternatives referred to above are used also when applying for administrative rights (e.g. for data systems and data sets).

## 2.4 A4. Particulars related to the post

The person for whom security clearance is sought fills in the job title, a description of tasks and the name of the company/employer. When applying for administrative rights, the particulars of the data system/data set/similar for which the clearance is requested are filled in the field reserved for a description of tasks.

The item "The employment is permanent/for an undetermined period" has been pre-checked, and this should not be changed unless the person for whom security clearance is sought is a trainee.

For summer trainees and other trainees, a concise personnel security clearance is requested for a fixed period of time (6 months). The item to be checked for trainees is "The employment is for a fixed period from – to" with the start and end date of the employment filled in respective fields.

The text in item: *Description of premises or information to be protected (including the classification level)* must not be deleted or edited.

## 2.5 A5. The requesting body itself requests the following information on the subject of the clearance

Subcontractors shall not check any of the items in this section.

TVO Group employees shall check the item "Medical certificate". The certificate is not to be attached to the clearance request form. A separate medical examination is not required for the personnel security clearance.

## 2.6 B1. And B2. Particulars and contact details of the person subject to a clearance

The identity number must be filled in the request form in full.

Foreign persons can also have a Finnish identity number. If not, enter your date of birth.

## 2.7 C. Information related to standard security clearance

Section C is only to be filled in when a standard security clearance is requested.

This item is not filled in if the person for whom security clearance is sought has not lived abroad in the last ten years.

## 2.8 D. Notification and consent

Personnel security clearance vetting cannot be conducted unless the person for whom security clearance is sought signs section D (Notification and consent) of the security clearance request form, thus giving their consent to security clearance vetting. The signature shall be affixed by hand. Electronic signatures are not accepted.

For minor subjects, parental consent in writing is also required.

By signing, the person for whom security clearance is sought confirms having read and giving consent to the points listed in section D.

I have been informed of the carrying out of security clearance in advance.

- *The person for whom security clearance is sought must always be informed of the carrying out of the security clearance in advance. A notification of this may be made in the recruitment advertisement or in the task assignment.*

I have been informed of the data processing related to the security clearance.

- *The body requesting the clearance shall ensure that any personal data contained in the security clearance are only accessible to persons who have an absolute need for them and that the data will not be used for any other purpose.*
- *All information obtained from the security clearance and the result of the clearance are confidential.*
- *The access permit office shall store the documents in a locked document storage for three (3) years. After three years, the documents shall be appropriately destroyed.*

*The information provided by the police shall be stored by Corporate Security in a safe for at most six (6) months and then appropriately destroyed.*

I have been informed that as part of the security clearance, I may be interviewed if necessary.

- *The Finnish Security and Intelligence Service may interview the person for whom security clearance is sought concerning their general circumstances, time spent abroad, relationships with foreign citizens, and other matters that are of particular importance when assessing their reliability with regard to the task for which clearance is carried out.*

I have been informed of my right to obtain information on the content of the security clearance.

- *The person for whom security clearance is sought is entitled to receive the information contained in the security clearance from the competent authority. The person for whom security clearance is sought must be informed of the outcome of the clearance and provided with an opportunity to view the associated written report, if any.*

I have been informed of the purpose and use of the security clearance and reliability monitoring.

- *By signing the concise security clearance request, the person for whom security clearance is sought consents to the carrying out of the security clearance and probity monitoring. The clearance will be carried out by reviewing the registered information on the person for whom security clearance is sought and, if necessary, interviewing the person. The clearance will not be used for other purposes. The clearance is valid for five years, unless it was requested for a fixed period of time. If the person for whom security clearance is sought is found or suspected to have committed a criminal offense, the relevant authority may inform the employer of the matter after hearing the person for whom security clearance is sought.*

The application shall always indicate the place and date as well as a signature and name in print. Requests that are not signed will not be reviewed.

The following personal data registers can be utilised as sources of information for the personnel security clearance. The scope of the use of the registers depends on the work duties of the person for whom security clearance is sought and the interest to be protected.

- The Finnish Population Register Centre's population information system
- The Finnish Legal Register Centre's national criminal records, register on bans on business operations, and register on fines imposed
- The national data system of the Finnish Ministry of Justice's Department of Judicial Administration
- The Finnish Police's data system for police matters and data system for administrative matters
- The Finnish Defence Forces Defence Command's military justice data administration system
- The Finnish Border Guard Headquarters' border control register
- The Finnish Customs' investigation and executive assistance system
- Registers on self-employed persons and entrepreneurs and their competence
- Register containing information on the competence of persons in charge of a company
- The Finnish Immigration Service's register of aliens and the Finnish Ministry for Foreign Affairs' visa register

## 2.9 E. Enclosures to the request

If the person for whom security clearance is sought is a foreign citizen, a copy of the person's passport, or in the case of citizens of Schengen Area countries, a copy of the person's identity card, shall always be attached to the request.

For a standard personnel security clearance, a CV providing the following information shall always be attached to the request:

- personal data: name, address, telephone
- record of education for the last 10 years
- record of employment for the last 10 years

A new CV need not be written. The person for whom security clearance is sought may indicate when returning the personnel security clearance form if they have provided a CV when applying for employment and give their consent to this CV being attached to the personnel security clearance request.

If a new CV is written, a CV template is available on the Forms sub-page of Olkinet. If there have been no changes in the record of education or employment in the last 10 years, this is indicated by checking the

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appropriate item of the CV template. A free-form CV can also be written providing the information referred to above.

When requesting a standard personnel security clearance, check the item "Personal record or other report of education and posts/employments" (this is the default in the request). This item is not to be checked when requesting a concise personnel security clearance.

## 2.10 F. Reserved for the administration

Section F is to be filled in by the relevant authority.

## 2.11 Submitting the personnel security clearance form

Please submit the request form to:

subcontractors: [resurssit@tvo.fi](mailto:resurssit@tvo.fi)

TVO Group employees: [henkilostopalvelut@tvo.fi](mailto:henkilostopalvelut@tvo.fi)

encrypted mail: <https://securemail.olki.fi/>