



FILLING IN AND COMPREHENDING THE PERSONNEL SECURITY CLEARANCE COMMISSIONED BY TVO GROUP

General

Commissioning a personnel security clearance has been clarified in the Finnish security clearance law (726/2014), reformed in 1.1.2015. Personnel security clearances are conducted since 1.1.2016 by Finnish Security Intelligence Service.

Personnel security clearance can be commissioned as concise, standard or comprehensive. TVO Group (Teollisuuden Voima Oyj, Posiva Oy and TVO Nuclear Services) commissions the clearances always as concise, if

- the person's employment is of fixed duration
- the clearance is renewed
- the person does not belong to TVO Group's regular personnel (e.g. subcontractors)

For personnel in permanent employment, the personnel security clearance is always made as standard. TVO Group does not commission comprehensive personnel security clearances.

Personnel security clearance is divided into following sections:

- A-sections are filled by the person subject to the clearance, however without changing the pre-filled information
- B-, C-, D- and E-sections are filled by the person subject to the clearance, as comprehensively as needed
- F-section is filled by the authority

A3: Grounds for requesting the clearance

If the personnel security clearance is commissioned for the first time; use "Appointment to public or private employment".

If the clearance is renewed; use "Renewal of security clearance".

Other options are not to be used.

Also when applying for administrative rights (e.g. access to information systems and/or documentation) use the aforementioned alternatives. When applying for administrative rights only, the person subject does not need to deliver TVO Group's pass card application or Finnish tax number.

A4: Particulars related to the post

The person subject to the clearance fills in their job title, full description of their tasks and the full name of their company/employer. If applying for administrative rights, the information system and/or documentation for which the clearance is commissioned must be clarified.

The person marks the type of their employment. In this context, this refers to the time frame during which the person works for TVO Group. If the employment is of fixed duration, also fill in the agreed or estimated dates.

For TVO Group, personnel security clearance is valid for 3 years, despite what has been marked as the period of employment in the personnel security clearance.

A5: The requesting body itself requests the following information on the subject of the clearance

Mark "Drug-screening test" unless applying only for administrative rights. This refers to the policy where the person's employer applies for a drug-screening test on behalf of its employee to be further delivered to TVO Group. The type of accepted drug-screening test for TVO Group is U -Huum 5B or equivalent (amphetamines, benzodiazepines, cannabis, cocaine and opiates).

The drug-screening test is valid for 3 years for TVO Group.

Mark "Medical certificate" if working directly to TVO Group either permanently or for a fixed period lasting over 4 months. If the person subject to the clearance does not belong to TVO Group's regular personnel, medical certificate is not needed unless the work assignment is classified into radiation class A. With radiation class A, medical certificate is mandatory. In other cases, medical certificate is not needed.

Credit data will not be investigated.

B1 and B2: Particulars of the person subject to a clearance

Person subject to the clearance fills in sections B1 and B2 as comprehensively as each section concerns them.

C: Information related to standard security clearance

Section C is filled only when the personnel security clearance is commissioned as a standard one.

If the person subject to standard clearance has not lived abroad during the past 10 years, this section is left unfilled.

D: Notification and consent (filled and signed by person subject to clearance)

Personnel security clearance can be commissioned only if the person subject to it signs section D (Notification and consent) and by so doing, gives their consent to carry out the process.

With their signature, the person confirms they are informed of the process of commissioning a personnel security clearance, as well as give their consent to each particular mentioned in section D. For further details concerning these particulars, please see Attachment 1.

The person fills in the time and the place, and signs the form.

E: Enclosures to the request

If the person subject to the clearance is of other nationality than Finnish, "Number of personal data, pages of passport" must be marked. The number of enclosure pages (e.g. copy of valid passport) must also be marked, and the enclosures are to be delivered to TVO Group along with the clearance.

If the personnel security clearance is commissioned as a standard one, select "Personnel record or other report or education and posts/employments". For example, TVO Group's personal information form is an acceptable record. All enclosures are to be delivered to TVO Group along with the clearance.

Other options are not primarily marked.

F: Reserved for the administration

Section F is filled in by the authority.

INVESTIGATED INFORMATION WHEN COMMISSIONING A PERSONNEL SECURITY CLEARANCE

1 General

A personnel security clearance can only be commissioned if the person subject to it signs section D (Notification and consent) of the form and, by so doing, gives their consent to carry out the process.

The applicant's (TVO Group) decision concerning the person's right to TVO Group's pass card and/or access to TVO Group's information systems/documentation is wholly unconnected with the result of the personnel security clearance.

For example, even if the result is "OK", the person subject to the clearance still may not be entitled to TVO Group's pass card. Or, if the result is "Not OK" (some police records found) the person may still be entitled to TVO Group's pass card or administrative rights, if TVO Group so decides.

2 Notification and consent

In section D of the personnel security clearance (Notification and consent) the person subject is asked to verify with signature that they are informed of and give their consent to the following:

1. I have been informed of the carrying out of security clearance in advance.
2. I have been informed of the data processing related to the security clearance.
3. I have been informed that as part of the security clearance, I may be interviewed if necessary.
4. I have been informed of my right to obtain information on the content of the security clearance.
5. I have been informed of the purpose and use of the security clearance and reliability monitoring.
6. I consent to be subject to a personnel security clearance and to reliability monitoring and information gathering related to the clearance.
7. The given consent applies to all situations during the service or office and all duties of the same administrative sector.

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

TVO Group cannot commission a personnel security clearance before the person subject to it has received the form, filled it out and signed it, and returned it to TVO Group.

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

Any information and/or result received from the personnel security clearance process are classified.

TVO Group's pass card office keeps the processed personnel security clearance forms in a locked archive for three (3) years. After this, the documents will be appropriately destroyed.

Any particular information received as a result of the process from the Finnish Security Intelligence Service is stored in a safe by TVO Group's Corporate Security for maximum time of one (1) year. After this, the information will be appropriately destroyed.

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

Finnish Security Intelligence Service carries out the personnel security clearance process by checking the person's police record and, if necessary, also by interviewing them in person.

The interview may include questions about the person's general circumstances, time spent abroad, and about relationships they may have formed during that time with foreigners, as well as other questions that may have considerable importance when evaluating the reliability of the person to do the tasks based on which the personnel security clearance has been commissioned.

The purpose of this process is to proactively prevent any activity that might threaten the safety of Finland.

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

The person subject to personnel security clearance commissioned by TVO Group is entitled to ask TVO Group's pass card office, after having returned the form, if the clearance has been made and what was the result (OK/Not OK).

For more detailed information, the person may contact Finnish Security Intelligence Service.

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

Based on the Law of Nuclear Energy in Finland, TVO Group is entitled to commission a personnel security clearance for each person working in its area/premises and/or applying for TVO Group's administrative rights.

The process of commissioning standard personnel security clearances has been discussed and agreed on by both Teollisuuden Voima Oyj's and Posiva Oy's co-operative meetings respectively.