

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

General

TVO's personnel security clearance procedure is based on the Finnish Security Clearance Act (726/2014). The personnel security clearances commissioned by the TVO Group are either of the concise or the standard type. From January 1, 2016 on, personnel security clearances are carried out by the Finnish Intelligence Security Service (SUPO).

The personnel security clearance request form is divided into several sections as follows:

- Section A is to be filled in by the TVO contact person or the person subject to clearance; however, no information filled in in advance must be changed in this connection
- Sections B through E are to be filled in as necessary by the person subject to clearance
- Section F is to be filled in by the relevant authority

List of the subsections of the personnel security clearance request form:

A1. Type of the security clearance

Select either a concise or standard security clearance by checking the appropriate check box.

A standard security clearance will be carried out for the following:

- TVO Group employees
- Persons performing tasks relating to security arrangements

A concise security clearance will be carried out for the following:

- Contractors

A2. Particulars related to the requesting body

This section has been filled in in advance; do not make any changes to the information already filled in.

A3. Grounds for requesting the clearance

If you are requesting a security clearance for the first time, check the "Appointment to public or private employment" check box.

If you are renewing a security clearance, check the "Renewal of security clearance" check box.

Do not select any other alternative. The alternatives listed above are also used when applying for administrative rights (e.g. for data systems and materials).

A4. Particulars related to the post

This subsection is for the person requesting a security clearance to fill in his/her job title, task description, and the name of his/her company/employer. When applying for administrative rights, fill in the information for the data system, data materials, or other corresponding object for which a clearance is requested in the task description field.

The "The employment is for a fixed period" check box has been checked in advance; do not make changes to this selection.

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

Subcontractors: do not check any of the check boxes here.

TVO Group employees: check the “Drug-screening test” and “Medical certificate” check boxes.

B1. and B2. Particulars/Contact details of the person subject to a clearance:

Enter your personal identification code here in full.

If you are a foreign citizen, you may have a Finnish personal identification code. If you do not have one, enter your date of birth here.

C. Information related to standard security clearance

Only fill in section C if you are requesting a standard security clearance.

If the person subject to security clearance has not lived abroad during the last ten years, do not fill in this section.

D. Notification and consent

A personnel security clearance may not be carried out unless the person subject to security clearance signs section D (Notification and consent) of the personnel security clearance form, thus giving consent to a security clearance being carried out.

In the case of minors, parental consent in writing is also required.

By signing, the person subject to security clearance confirms to be aware of, and consents to, the matters detailed in section D.

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

- *The person subject to security clearance must always be informed of the carrying out of security clearance in advance. A declaration to this effect may be included in the announcement of an open position or made in connection with the commissioning of a task.*

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

- *The party requesting for a clearance must ensure that any personal data contained in the security clearance is only accessible to persons for whom access to it is absolutely necessary and that the data will not be used for any other purpose.*
- *All information discovered in the course of the security clearance, as well as the outcome thereof, are confidential.*
- *The access permit office will store the documents in a locked file for three (3) years. After three years, the documents will be appropriately disposed of.*
- *Any information provided by the police will be stored in a safe by the Corporate safety department for a maximum of six (6) months, after which they will be appropriately disposed of.*

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

- *SUPO may interview the persons subject to clearance concerning their general circumstances, residence abroad, relationships with foreign citizens, and other matters that are of particular importance when assessing their reliability with regard to the task for which the clearance is being carried out.*

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

- *The person subject to clearance is entitled to receive the information contained in the security clearance from the competent authority. The person subject to clearance 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 a concise security clearance request, the person subject to clearance consents to the carrying out of a security clearance and probity monitoring. The clearance will be carried out by reviewing the registered information on the person subject to clearance and, if necessary, interviewing the person. The clearance will not be used for other purposes. Unless the clearance was requested for a fixed period, the clearance is valid for five years. In the case that the person subject to clearance commits or is suspected of committing a criminal offense, the relevant authority may inform his/her employer of the matter after hearing the person subject to clearance.*

The request must always include the place and date of signing, a signature, and the signer's name in print letters. No unsigned request will be processed.

The following list details the person registers that can be used as sources of information in the personnel security clearance process. The registers will be utilized in proportion to the work tasks of the person subject to clearance 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
- Registers 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

E. Enclosures to the request

If the person subject to clearance 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, must be attached to the request.

In the case of a standard security clearance, check the "Personal record or other report of education and posts/employments" check box and submit the required attachments to TVO Group along with the security clearance request. The TVO Group personal data form is included among valid attachments.

F. Reserved for the administration

Section F will be filled in by the relevant 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.