



Application for TyEL insurance

Employer's details	Name		Business ID/Personal identification number
	Street address		
	Postcode	City	
	Phone	E-mail address	
	Language	Name of contact person (in the employer's service)	
	Phone	Industry	
Recipient of insurance-related mail and invoices (if other than above)	Name of the company		Business ID/Personal identification number
	Name of the individual		Telephone number
	Street address		
	Postcode	City	
Insurance details	Total payroll for the current year		First contract of employment started
	Are you insuring all TyEL employees under this insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		This insurance concerns the following group of employees
	<input type="checkbox"/> The employees are transferring from a previous insurance		
	The authorized pension company of the previous owner or company and insurance number		The former owner or former name of the company
	Reason for transferring employment		
	The insurance concerns <input type="checkbox"/> Insurance for positions of trust <input type="checkbox"/> Voluntary insurance for work abroad		
Invoicing and bank account information	E-invoice address		
	E-invoice operator		
	Account number for payment refunds (IBAN format)		
Signature	Place and date		Employer's signature
Representative information	Identification number of salesperson	Name of salesperson	Percentage
	Identification number of salesperson	Name of salesperson	Percentage

LO-0070-en 0618

INSTRUCTIONS FOR FILLING IN THE TYEL INSURANCE APPLICATION

TyEL insurance must be taken no later than after the first salary payment. Payroll information shall primarily be reported to the Incomes Register within five days from the salary payment date. The insurance policy shall have entered into force prior to the reporting of the payroll information to the Incomes Register.

Employer details

The employer's name shall be given in the same form as in the Trade Register or the Register of Associations. In addition to the employer's name, the information shall include the business ID and the company's line of business, in other words, the products or services that the company provides. The information for private persons as employers shall include their name as well as their personal ID number and, in the space for the line of business, the job or tasks of the specific employee.

Recipient of insurance-related mail and invoices

This section is filled in for directing all mail concerning pension insurance (including invoices) to a particular company or person.

Insurance details

The salaries of all the employees coming under this insurance from of the first contract of employment to the end of the year must be filled out in the section on "Total payroll for the current year".

Employers can divide employees into various insurances. A separate insurance must represent a significant group of the company's employees in proportion to the size of the company, and the group of employees must be clearly defined. Separate insurances can be based on, for example, the position of the employee, field of business, place of work, or company organization on other special situations. If all employees covered by TyEL insurance are not insured under the same policy, provide the name of the group that is insured under this particular policy.

In case of insurance for position of trust, or voluntary insurance for work abroad, please contact Elo's insurance department.

Invoicing and bank account information

Use this field to enter your online invoicing address and operator, if you wish to receive pension invoices electronically. Please enter the account number in IBAN format.

More information about TyEL insurance, related notifications and Elo's services is available at www.elo.fi and from Elo's Insurance Services at +358 (0)20 694 730, weekdays 8 a.m.–4:30 p.m.

THE PROCESSING OF PERSONAL DATA PERTAINING TO STATUTORY PENSION INSURANCE

The EU General Data Protection Regulation (hereinafter GDPR) requires that you be given information about the way in which Elo Mutual Pension Insurance Company (hereinafter Elo) processes your personal data in connection with your employment pension insurance matters.

Why is your personal data being processed by Elo?

We need to process your personal data in order to resolve employment pension matters for you. The processing of personal data is based on Finnish law and the EU General Data Protection Regulation. If Elo is unable to request information, we cannot resolve your matter. Any personal data that is gathered for the purpose of resolving your pension insurance matter is also utilised for statistics and research.

The handling of pension insurance matters is prescribed by law, which means that the processing of personal data cannot be refused. You do not have the right to request the removal of personal data necessary for the handling of your pension insurance matter or the transfer of information concerning you to systems outside of Elo. Nor can you restrict the processing of your information, even though you may contest the accuracy of some of that information.

Elo's right to acquire and disclose your personal data

By virtue of the law, Elo has the right to acquire information from the necessary parties and to disclose information to any necessary parties in order to resolve any of your pension insurance matter. Your personal data is processed to facilitate the smooth handling of your pension insurance matters. If the processing of your personal data or the disclosure of information is not based on legal provisions, you will be requested to grant your consent. You can withdraw your consent at any time.

In connection with the processing of your pension insurance matter, Elo may contact, among others, your employer, different authorities or other insurance institutions. If necessary and by virtue of the GDPR and the social security agreements between individual states, we can transfer your information to EU/EEA countries, Switzerland and areas outside of the EU.

You have the right to review your personal data

You have the right to review any information concerning you that has been stored in Elo's registers. This enables you to be sure that any stored information concerning you is accurate. You can request the rectification of inaccurate information, if the correction of such information is appropriate for the resolution of your matter. If necessary, you can also receive a copy of any personal data that we have stored in our registers. A request concerning personal data and the receipt of a response to that request are generally free of charge.

If your request cannot be met, you will receive notification thereof, including the grounds for refusal, from Elo no later than one month from the submission of your request. This time limit can be extended by two months. If you are dissatisfied with our solution to an issue concerning your personal data, you have the right to submit a complaint to the relevant supervisory authority.

Storage of your personal data

The information that is necessary for the handling of your pension insurance matter will be stored for a set time period that is prescribed by law. The duration of the time period is generally equivalent to the lifetime of the insured person plus five years thereafter.

Automated processing

By virtue of the law, Elo has the right to make automated decisions. In automated processing, a pension insurance matter may be resolved through the issuing of an automatic decision based on information collected from different sources. Cases involving work disability or rehabilitation matters or other medical issues are not processed in a completely automated manner, because the preparation of such cases at the pension institution and Kela always involve the input of a licensed physician.

Elo as controller

Elo is the controller for the register and has an assigned data protection officer.

Contact details

Elo's contact details are available at www.elo.fi.