



TyEL insurance application

Employer details	Name		Business ID/Personal identification number	
	Street address			
	Postal code	Town		
	Phone number	E-mail address		
	Language	Name of contact person (in the employer's service)		
	Phone number	Field of business		
Recipient of insurance-related mail (if other than above)	Company name		Business ID/Personal identification number	
	Name of person			
	Street address	Postal code	Town	
	Phone number	Language		
Insurance details	Total payroll of current year		Starting date of first employment relationship	
	Are you insuring all TyEL employees under this insurance policy? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of insured group if the policy does not cover all TyEL employees of the policyholder	
	<input type="checkbox"/> Employees are being transferred from a previous policy		Previous owner or previous name of company	
	Pension company of previous owner or company and insurance policy number		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 details	Invoicing method		
<input type="checkbox"/> E-invoice, name of online bank _____				
<input type="checkbox"/> Online invoice, operator and electronic invoicing address _____				
<input type="checkbox"/> E-mail invoice, e-mail address _____				
<input type="checkbox"/> Paper invoice, postal address _____				
Account number for refund payments (IBAN format)				
Signature	Place and date		Employer's signature and name clarification	
Representative information	Salesperson ID number	Name of salesperson		Percentage
	Salesperson ID number	Name of salesperson		Percentage

Submission instructions

Submit the application to Elo via protected e-mail to elo.fi/e-mail or by mail.

Postage will be paid by Elo when you use the return address:

Työeläkeyhtiö Elo, Tunnus 5010419, 00003 VASTAUSLÄHETYS

Elo Mutual Pension Insurance Company
Business ID 0201103-7
Domicile Espoo

Postal address
FI-00041 ELO

Insurance Services
tel. +358 20 694 730
www.elo.fi

TyEL INSURANCE APPLICATION INSTRUCTIONS

TyEL insurance must be taken no later than after the first salary payment. Payroll information shall routinely 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 field 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 field of business, the job or tasks of the specific employee.

Recipient of insurance-related mail

Only fill in this field if you wish to direct all pension insurance-related mail to a particular company or person.

Insurance details

The salaries/wages of all employees coming under this insurance from of the first contract of employment to the end of the year must be filled out in the 'Total payroll of current year' field.

Employers can divide their employees to be covered by different policies. A separate insurance policy must represent a significant group of employees in proportion to the size of the company, and the group of employees must be clearly defined. Separate insurances can be based, for example, on the employee's position, field of business, place of work, or may relate to corporate restructuring or 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 positions of trust or voluntary insurance for work abroad, please contact Elo's Insurance Services.

Invoicing and bank account details

Select one invoicing method from the options for pension insurance invoices. Possible reminder invoices are always sent by mail. 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.

THE PROCESSING OF PERSONAL DATA PERTAINING TO STATUTORY PENSION INSURANCE

Why is your personal data being processed by Elo?

We need your personal data for the purpose of managing your insurance and customer relationship, collecting insurance contributions and handling your earnings-related pension matters. The processing of personal data is based on earnings-related pension legislation. Without the requested data, Elo would be unable to resolve pension matters or enter insurance policies into effect.

Any personal data that is gathered for the purposes of pension insurance will also be utilised for statistics and reporting. Personal data may also be processed for the development, testing and quality assurance of the information systems linked to our services.

We send electronic communications to policyholders and their contact persons based on Elo's legitimate interest. Such communications are typical in business relationships and customers also benefit, for example, from the information they receive in newsletters. Elo's legitimate interest is based on the need to engage customers.

In order for an insurance agreement to become effective, we process the information concerning the responsible persons of the customer community so that we can verify their identity and their right of representation. We also require this information in order to fulfil our obligations related to the prevention of money laundering.

No special category data (EU GDPR, Article 9) is processed in connection with the management of employment pension insurance.

More information about the processing of personal data at Elo is available at <https://www.elo.fi/en/about-elo/elos-mode-of-operation/data-protection-at-elo>.

Rights of data subjects

You cannot object to the processing of personal data when it is based on law. You do not have the right to request the erasure of personal data necessary for the handling of your pension insurance matter or the transfer of such information to systems outside of Elo. Nor can you restrict the processing of your information, even if you contest the accuracy of some of that information. You do, however, have the right to request the restriction of processing or erasure of the aforementioned data in situations in which the data is being processed on the basis of legitimate interest.

You have the right to access any information concerning you that has been stored in Elo's registers. This enables you to ensure the accuracy of the stored information concerning you is accurate and you can request the rectification of inaccurate information. 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.

Elo's right to acquire and disclose your personal data

Elo is entitled by law to obtain information from necessary sources, such as the Tax Administration, the Finnish Patent and Registration Office, and other authorities implementing social insurance. Elo also acquires information from commercial providers of contact information. Elo's right to disclose personal data is always based on the recipient's statutory right to receive information. If necessary and by virtue of the EU GDPR and the social security ordinances and agreements between individual states, your information can be transferred, with the proper security measures, to EU/EEA countries, Switzerland and areas outside of the EU.

For the purposes of its pension insurance and customer relationship management systems as well as the management of its support tasks, Elo uses trusted service providers that process personal data on behalf of Elo. For the implementation of insurance, personal data is processed on behalf of Elo by Arek Oy, a joint service provider for the employment pension sector.

Storage of your personal data

Information that is necessary for the handling of your pension insurance matters will be stored for a time period that is prescribed by law. Policy-related documents will generally be stored for the duration of the validity of the insurance policy and the subsequent ten calendar years. Information on your salary/wages or YEL income that is obtained from the earnings register for the purpose of determining your pension will be stored permanently.

Elo is the data controller

Elo Mutual Pension Insurance Company (0201103-7) is considered the data controller for any information concerning earnings-related pension insurance. The contact information for Elo's Data Protection Officer is tietosuoja@elo.fi or Työeläkeyhtiö Elo, 00041 ELO.

Right to lodge a complaint with a supervisory authority

If you are dissatisfied with our solution to an issue concerning your personal data at Elo, you have the right to submit a complaint to the Office of the Data Protection Ombudsman.