

Description of public access to documents of the National Non-Discrimination and Equality Tribunal of Finland

Description to implement document publicity

This is a description of the information pools and a case register managed by the National Non-Discrimination and Equality Tribunal of Finland under section 28 of the Act on Information Management in Public Administration (906/2019) in order to implement the publicity principle. The purpose of this document publicity description is to assist citizens in preparing their requests for access to a document within the meaning of section 13 of the Act on the Openness of Government Activities. An authority is obliged to assist a person requesting access to a document in identifying the requested document as necessary.

This document publicity description provides an overview of the National Non-Discrimination and Equality Tribunal's case register and information management. This document publicity description indicates the National Non-Discrimination and Equality Tribunal's information pools, the information contained therein and the search criteria that can be used to retrieve information from the information systems. This description also contains instructions on how to submit a request for access to a document.

National Non-Discrimination and Equality Tribunal's case register

The case register is a register of received or initiated matters, their processing stages, measures, and documents and other information related to the measures. Information from the case register is used in the case management system of the National Non-Discrimination and Equality Tribunal, hard copy datasets and central government's shared information systems.

The processing of personal data by the National Non-Discrimination and Equality Tribunal is based on statutory duties, and personal data is only collected and processed to the extent necessary for the performance of the Tribunal's duties. For more information about the National Non-Discrimination and Equality Tribunal's data protection practices, see the [data protection page](#).

Information pools

The case register of the National Non-Discrimination and Equality Tribunal consists of three information pools: the information pool of administrative matters, the information pool for the scope of application of the Non-discrimination Act and the information pool for the scope of application of the Act on Equality between Women and Men.

The data in the National Non-Discrimination and Equality Tribunal's information pools is not openly available via any technical interface. Only the Tribunal's employees with separately granted access rights are able to access the data.

Administrative information pool

The information pool of administrative matters is maintained for the registration of the National Non-Discrimination and Equality Tribunal's administrative matters. Data processed in the information pool is related to matters such as the personnel, finances, information management and research services.

The administrative information pool contains both datasets retained for a fixed term and permanently retained datasets. Most of the datasets are public, but some may be non-disclosable due to the nature of the matter.

The administrative information pool consists of the following categories of information:

- General administration
- HR matters
- Financial and asset management
- Legal matters
- International affairs
- Information management, communication and information systems
- Security, emergency conditions and risks

The data in the information pool is processed in case management systems (HILDA and IBM Notes), as well as in the central government's shared information systems (e.g. Kieku, Handi, M2 and Herkkä). Datasets included in the information pool have also been stored on network drives that are used by the National Non-Discrimination and Equality Tribunal.

The search criteria may include the identifier of a matter, a matter's task category, the title of a matter or document, the party initiating a matter, the date of initiation of a matter and the document type.

Information pool for the scope of application of the Non-discrimination Act

The information pool for the scope of application of the Non-discrimination Act is maintained to manage datasets generated during the performance of the duties referred to in the Act on the National Non-Discrimination and Equality Tribunal of Finland (Laki yhdenvertaisuus- ja tasa-arvolautakunnasta 1327/2014).

The information pool for the scope of application of the Non-discrimination Act contains both datasets retained for a fixed term and permanently retained datasets. The information pool contains both public and non-disclosable datasets.

The information pool for the scope of application of the Non-discrimination Act consists of the following categories of information:

- Application matters

- Statement matters
- Settlement matters
- Conditional fine matters
- Reconsideration request matters

The data in the information pool is processed in case management systems (HILDA and IBM Notes). Datasets included in the information pool have also been stored on network drives that are used by the National Non-Discrimination and Equality Tribunal.

The search criteria may include the identifier of a matter, a matter's task category, the title of a matter or document, the party initiating a matter, the date of initiation of a matter, the defendant's sector and industry, and the document type.

Information pool for the scope of application of the Act on Equality between Women and Men

The information pool for the scope of application of the Act on Equality between Women and Men is maintained to manage datasets generated during the performance of the duties referred to in the Act on the National Non-Discrimination and Equality Tribunal of Finland (Laki yhdenvertaisuus- ja tasa-arvolautakunnasta 1327/2014).

The information pool for the scope of application of the Act on Equality between Women and Men contains both datasets retained for a fixed term and permanently retained datasets. The information pool contains both public and non-disclosable datasets.

The information pool for the scope of application of the Act on Equality between Women and Men consists of the following categories of information:

- Application matters
- Statement matters
- Settlement matters
- Conditional fine matters
- Reconsideration request matters

The data in the information pool is processed in case management systems (HILDA and IBM Notes). Datasets included in the information pool have also been stored on network drives that are used by the National Non-Discrimination and Equality Tribunal.

The search criteria may include the identifier of a matter, a matter's task category, the title of a matter or document, the party initiating a matter, the date of initiation of a matter, the defendant's sector and industry, and the document type.

Submitting a request for access to a document

Requests for access to documents may be submitted to the National Non-Discrimination and Equality Tribunal by post, email or phone. The request for access to a document will be registered and submitted for processing to the person responsible for the matter.

The request may be free-form, but it must specify the requested document(s) as clearly as possible. If the request concerns a public matter, the person submitting the request does not need to state the intended use of the information or justify their request. If the request concerns a non-disclosable matter, the intended use of the information must be stated. If necessary, the National Non-Discrimination and Equality Tribunal will assist in identifying the request.

Access to a document in the public domain must be granted as soon as possible, and in any event within two weeks from the date when the authority received the request for the document. If the processing of the matter and the making of a decision require special measures or otherwise involve an irregular amount of work, access to a document in the public domain must be granted or the matter resolved within one month of the receipt of the request (section 14, subsection 4 of the Act on the Openness of Government Activities).

As a rule, submitting a request for access to a document is free of charge. However, a charge in accordance with section 34 of the Act on the Openness of Government Activities and decision VN/7907/2025 of the Ministry of Justice may apply to the granting of access to a dataset. If the request for access to a document is subject to a charge, the person submitting the request will be informed of this in advance.

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