

Responsibility area: Family and social services

Service area: Services for the disabled

Approved by: Tarja Hallikainen

Approved: 11/2022

Validity: until further notice

1 PERSONAL DETAILS OF THE APPLICANT

Name of applicant: _____

Personal identity code: _____

Occupation: _____

Address: _____

Postal code: _____

Phone number: _____

Email address: _____

Email: _____

Municipality of residence: _____

Name and contact details of close relative or guardian:

Number of persons residing in the applicant's household:

Next of kin and other important relationships:

Name, contact details and email address of person acting on behalf of the applicant:

- Länsikatu 15 building 2, 1st floor, 80110 Joensuu
- Honkalampikeskus, Ylämyllyntie 94, 80400 Ylämylly
- Siilainen Rehabilitation Centre (home alteration work), Noljakantie 17 A, B-door 80130 Joensuu

2 REQUIRED SOCIAL SERVICES FOR THE DISABLED

- Home alteration work
- Personal assistance
- Institutional service
- Service housing
- Family care
- Service housing with 24-hour assistance
- Supported living
- Mobility services

(Applications for transport service require a separate form)

- Daytime activities
- Rehabilitative work activities
- Adjustment training
- Social counselling
- Social work
- Rehabilitation counselling
- Other services_____
- Other services_____

3 BASIC INFORMATION REGARDING SERVICE BEING APPLIED FOR

Description of the service / support measure being applied for (customer's own view of the service need)

When and where did the need for help / lack of functional capacity arise?

In what matters do you need help due to a lack of functional capacity?

How would the service you are applying for help you to manage independently?

Do you receive services or compensation from elsewhere for the same purpose? If so, where from?

(e.g. an insurance company)

4 NEED FOR ASSISTANCE DUE TO INJURY OR ILLNESS

Daily activities 1= I can cope on my own, 2= I need some help, 3 = I need a lot of help

1 2 3

- Washing
- Using the toilet
- Dressing
- Cooking
- Eating meals
- Housekeeping
- Using services outside the home
- Communication
- Medicinal treatment
- Childcare
- Other need for help. Please specify.

I can manage everyday activities

- Without help or aids
- With aids. Please specify.
- With the help of another person. Please specify.

- Länsikatu 15 building 2, 1st floor, 80110 Joensuu
- Honkalampikeskus, Ylämyllyntie 94, 80400 Ylämylly
- Siilainen Rehabilitation Centre (home alteration work), Noljakantie 17 A, B-door 80130 Joensuu

Do you receive home help services?

Yes No

If you receive home help, what kind and how much?

Who do you receive help/care from for day-to-day activities?

5 FURTHER INFORMATION

6 SIGNATURE

Place and date: _____

Applicant's signature and name in block capitals: _____

APPENDICES

Applications must include a statement by a health care specialist (e.g. a physiotherapist or occupational therapist) which is less than one year old and contains a description of the customer's disability and functional capacity.

Cost estimate

Other expert opinions

Your customer information will be registered in the customer information system of the North Karelia wellbeing services county (Siun Sote). The register description for the system can be viewed in the family services and social services units.

- Länsikatu 15 building 2, 1st floor, 80110 Joensuu
- Honkalampikeskus, Ylämyllyntie 94, 80400 Ylämylly
- Siilainen Rehabilitation Centre (home alteration work), Noljakantie 17 A, B-door 80130 Joensuu

APPENDIX: INCOME AND WEALTH STATEMENT REQUIRED FOR RECEIVING SERVICES PROVIDED UNDER THE SOCIAL WELFARE ACT

Customer's net income and wealth	Net income in EUR / month
National pension	
Survivor's pension. Where from?	
Veteran's supplement	
Care allowance for KELA pension recipient	
Earnings-related pension. Where from?	
Unemployment security, daily sickness allowance, rehabilitation subsidy	
Other income (rental income, forest income, dividend income, interest income)	
Bank deposits, assets (second apartment, summer cottage)	

Spouse's net income and wealth	Net income in EUR / month
National pension	
Survivor's pension. Where from?	
Veteran's supplement	
Care allowance for KELA pension recipient	
Earnings-related pension. Where from?	
Unemployment security, daily sickness allowance, rehabilitation subsidy	
Other income (rental income, forest income, dividend income, interest income)	
Bank deposits, assets (second apartment, summer cottage)	

Privacy Statement: Social Welfare Customer Register

Created on: 31/01/2023, updated 31/01/2023

This privacy statement contains the information required by the EU's General Data Protection Regulation (679/2016). Further information on the processing of personal data in the Wellbeing services county of North Karelia: www.siunsote.fi/henkilötietojen-kasittely

Controller

Wellbeing services county of North Karelia – Siun sote
Tikkamäentie 16
80210 Joensuu
tel. +358 13 3300 (switchboard)

Representatives of the controller

Leena Korhonen, Director of Family and Social Services
+358 13 330 5768
leena.korhonen@siunsote.fi

Representatives of specific social welfare services

Services for older people, Director of Services Marke Varis
+358 13 330 7134
marke.varis@siunsote.fi

Services for families with children and family legal services, Director of Services Helena Majoinen
+358 13 330 5242
helena.majoinen@siunsote.fi

Child welfare, Director of Services Erja Nevalainen
+358 13 330 5450
erja.nevalainen@siunsote.fi

Social work with intoxicant abusers and services for working-age people, Director of Services Tuuli Ollila
+358 13 330 5827
tuuli.ollila@siunsote.fi

Services for the disabled, Director of Services Tarja Hallikainen
+358 13 330 5306
tarja.hallikainen@siunsote.fi

**Services for the Disabled
North Karelia**

tel. 013 330 5552 Mon–Wed 8.00–15.30

- Länsikatu 15 building 2, 1st floor, 80110 Joensuu
- Honkalampikeskus, Ylämyllyntie 94, 80400 Ylämylly
- Siilainen Rehabilitation Centre (home alteration work), Noljakantie 17 A, B-door 80130 Joensuu

Wellbeing services county of

www.siunsote.fi

Data protection officers

Data protection specialists at Siun sote

tietosuoja@siunsote.fi

Purpose of the processing of personal data

The purpose of the processing of personal data is to assess, plan, organise, implement, and compile statistics and reports for the statutory services of social welfare customers in all social welfare services:

- services for the elderly
- services for families with children
- child welfare
- family law services
- social work with intoxicant abusers
- services for working-age people
- services for the disabled.

In addition, personal data contained in the social welfare customer register can be used for planning, development and statistical purposes within the wellbeing services county's own operations.

Legal basis for the processing of personal data

The processing of personal data is based on compliance with the controller's statutory obligation and on performance of a task carried out in the public interest or the exercise of public authority vested in the controller.

Personal data is processed in accordance with the laws governing the processing of social welfare personal data (e.g. the Social Welfare Act 1301/2014; the Act on Client Documentation in Social Care 254/2015; the Act on the Status and Rights of Social Welfare Clients 812/2000; the Act on the Electronic Processing of Client Data in Social and Health Care 784/2021; the Act on the Openness of Government Activities 621/1999; the Act on Organising Social Welfare and Health Care 612/2021).

Personal data to be processed

The following personal data is processed for social welfare customers:

- Name, personal identity code, address, telephone number and e-mail address
- Details of initiated social welfare matters (incl. applications, contacts and notifications as well as information on their processing)
- Information on social welfare needs
- Information on assessment of service needs
- Information on service planning
- Information on service arrangements (incl. decisions, commitments to pay, statements, referrals, requests for official assistance)

Services for the Disabled
North Karelia

tel. 013 330 2807 Mon–Wed 8.00–15.30

- Länsikatu 15 building 2, 1st floor, 80110 Joensuu
- Honkalampikeskus, Ylämyllyntie 94, 80400 Ylämylly
- Siilainen Rehabilitation Centre (home alteration work), Noljaantie 17 A, B-door 80130 Joensuu

Wellbeing services county of

www.siunsote.fi

- Information on service implementation
- Customer record entries and other documents generated in customer processes
- Administrative and customer billing information and appointment information.

Processing also includes contact details of the customer's family/ close ones / legal representative.

Regular data sources

Personal data is obtained from the following data sources:

- From the customer or their legal representative
- In connection with the use of services
- The Digital and Population Data Services Agency's Population Information System
- From other wellbeing services counties or authorities (with the client's consent)
- From personnel implementing social and health care services
- From other authorities or citizens (e.g. child protection notification, notification of a person in need of social welfare, notification of an older person's service need)

If a customer's data is requested without the customer's express consent, the grounds on which the wellbeing services county has the right to receive the requested information must be defined. If access is given to the data, appropriate entries are made in the customer information system.

Regular disclosures of data

Data can be disclosed as follows:

- to other parties, with the consent of the customer or their legal representative or under a law permitting such disclosure
- to the customer themselves or to their legal representative, on the basis of a request for information submitted
- to other authorities that are legally entitled to the information, on the basis of a request for information or official assistance made
- to authorities maintaining national registers for research, planning and statistical purposes
- by authorities for research activities, based on research permits

Transfer of data outside the EU or EEA

Data is not transferred outside the EU or EEA.

Automated decision-making and profiling

No automated decision-making or profiling is carried out in the processing of personal data.

- Länsikatu 15 building 2, 1st floor, 80110 Joensuu
- Honkalampikeskus, Ylämyllyntie 94, 80400 Ylämylly
- Siilainen Rehabilitation Centre (home alteration work), Noljakantie 17 A, B-door 80130 Joensuu

Retention period of personal data

The storage periods for social welfare client data are determined by law (Act on Client Documentation in Social Care 254/2015; Archives Act 831/1994).

Rights of data subjects

Access to information

The data subject has the right to obtain confirmation from the controller as to whether it processes personal data concerning them. If the data subject's data is processed, the controller must provide them with a copy of the personal data that is processed. This right may be refused on legally valid grounds.

Right to rectify data

The data subject has the right to demand that the controller rectify any of their personal data that is inaccurate or incorrect. The data subject also has the right to supplement incomplete personal data. This right may be refused based on the controller's own assessment.

Right to erase data

The data subject has the right to have the controller erase any data concerning them. This right of erasure does not apply if the data is processed for the purpose of carrying out a statutory task of the data controller.

The data subject has the right to withdraw their consent to the processing of personal data and, on this basis, request the controller to delete all data concerning them.

Right to transfer data from one system to another

In certain situations, the data subject has the right to receive the personal data they have provided to the controller in a structured, commonly used and machine-readable format and, if they so wish, to transfer the data to another controller.

Right to object to and restrict processing of data

In certain situations, the data subject has the right to object to the processing of their personal data, meaning that they request the data not be processed at all.

In certain situations, the data subject has the right to request the controller to restrict the processing of personal data concerning them.

Right not to be subject to automated decision-making

The data subject has the right to demand that decisions concerning them be made by a person.

- Länsikatu 15 building 2, 1st floor, 80110 Joensuu
- Honkalampikeskus, Ylämyllyntie 94, 80400 Ylämylly
- Siilainen Rehabilitation Centre (home alteration work), Noljaantie 17 A, B-door 80130 Joensuu

Right to submit a notification to the supervisory authority

The data subject has the right to submit a notification to the Office of the Data Protection Ombudsman if they consider that their data protection rights have been violated or if they have observed some deficiency in the processing of personal data. As a rule, the Data Protection Ombudsman does not take a position on cases in which the controller has not been contacted. For more information, contact the Office of the Data Protection Ombudsman: www.tietosuoja.fi.

CONSENT TO REQUEST INFORMATION

Customer's name and personal identity code:

Person requesting consent: _____
(service type and service unit)

I consent to the gathering of necessary and essential information about myself from the following Siun sote services. I consent to the processing of such data in order to determine service needs and service arrangements.

- Health care. Please give service name and time period _____
- Mental health services. Please give time period _____
- Substance abuse services. Please give time period _____
- Services for older people. Please give time period _____
- Services for families with children. Please give time period _____
- Child welfare. Please give time period _____
- Services for working age people. Please give time period _____
- Services for the disabled. Please give time period _____

OTHER SERVICE-RELATED CONSENT

- Consent to remote visits** (providing professional home visits by telephone/video).

Remote visits are free of charge.

- Consent to receive appointment notifications** by text message.

Time and place _____

Signature

Name in block capitals

The customer has the right to withdraw their consent at any time by notifying services for the disabled and their own designated worker.

Services for the Disabled

Wellbeing services county of

North Karelia

tel. 013 330 2807 Mon–Wed 8.00–15.30

www.siunsote.fi

- Länsikatu 15 building 2, 1st floor, 80110 Joensuu
- Honkalampikeskus, Ylämyllyntie 94, 80400 Ylämylly
- Siilainen Rehabilitation Centre (home alteration work), Noljakantie 17 A, B-door 80130 Joensuu