

You have the right to know what is done with your information

1. You have the right to receive service and treatment.

You have the right to receive treatment and have access to services that meet your needs and wishes. The service can be, for example, health care or help with your daily tasks.

2. Information about you is recorded in connection to your treatment.

When you become a customer, an employee records information on you, for example your health status.

This information is needed to make sure that you can be treated in the best possible way. You have the right to be involved in the planning of your treatment and when decisions related to you are being made.

3. Every employee is required to keep your information secret.

Information about you is only shared with the people who treat you or take care of things on your behalf.

They are the only people who have the right to see your information.

This means that every employee is under an obligation of confidentiality and they have a duty to respect professional secrecy.

4. You give consent to accessing your information.

According to the law, employees must have consent from the customer to access the customer's information.

You decide who our employees are allowed to talk with about you.

You are also allowed to change your mind.

At the latest, when you reach the age of 18, you can decide whether your parents can see your information.

5. Not just anyone can see information about you.

The Data Protection Officer monitors who sees your information.

You will be informed if someone has accessed your information who was not supposed to see it.

6. You have the right to see your own information.

You have the right to see the information we have stored about you.

If you want to access your information, you can request it from the head of your unit.

7. We will correct incorrect information.

The information we store about you must be correct.

If you notice any errors in your information, please report it to an employee.

Incorrect information will be corrected immediately.

8. Your parents and social worker are informed on restrictive measures.

A restrictive measure happens when an employee must interfere with your behaviour.

Examples of restrictive measures include physical restraint and restraining a resident in their room.

Restrictive measures are taken only if necessary, in special care for people with developmental disabilities or in child welfare services.

If you are in special care for people with developmental disabilities and restrictive measures are needed, they will be reported to your guardian or social worker each month.

Child welfare services will report restrictive measures to the child's the parents and the social worker immediately.

9. If you need help, just ask.

If your rights are not fulfilled, you can ask for help from

- the head of your unit
- the data protection working group
- the data protection officer.

Ask the head of your unit for the contact details of the data protection working group and the data protection officer.

If your rights are not fulfilled and you need more help, you can contact the Office of the Data Protection Ombudsman.

More information on contacting the Office of the Data Protection Ombudsman can be found at the address www.tietosuoja.fi

You can also send regular mail to the address

Office of the Data Protection Ombudsman

P.O. Box 315, FI-00180 Helsinki.

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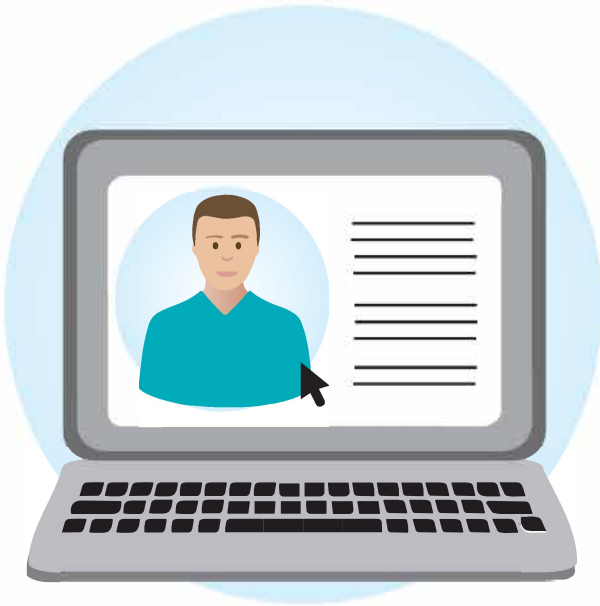


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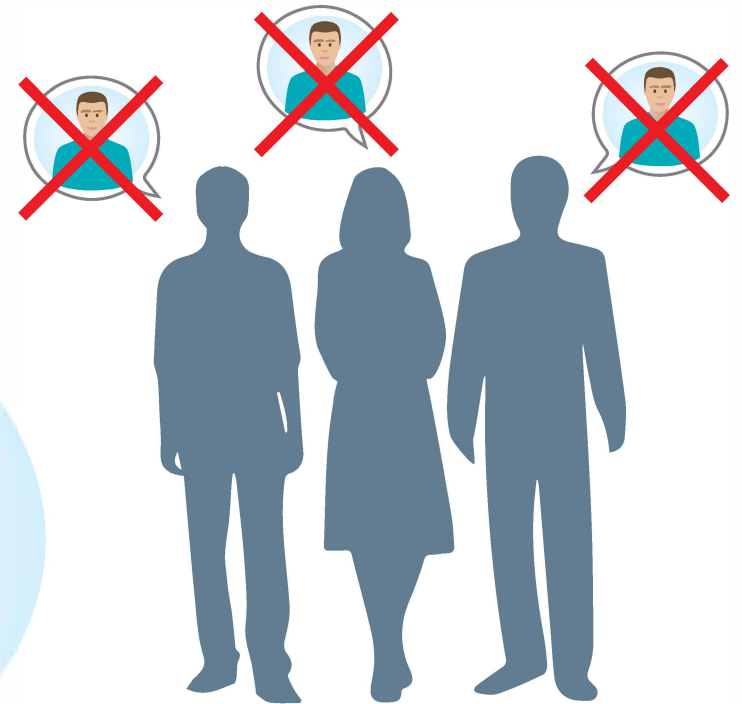
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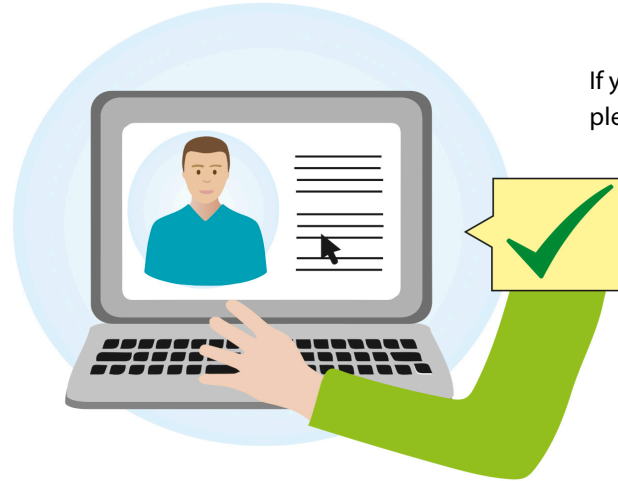
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