

# Service Centre Soteekki's register

Riikka Tupala

Title of register	Service Centre Soteekki's register	
Contact person	Riikka Tupala Service advisor	riikka.tupala@samk.fi +358 44 710 3486
Cause for handling	Handling necessary to complete agreement	
Purpose of handling	<p>Service Centre Soteekki is a learning environment maintained by Satakunta University of Applied Sciences. The students finish here a period of practical training, included in the curriculum, with 5-10 credits. Under the supervision of service counsellors and teachers/lecturers, the students plan and implement services supporting well-being. The services are produced together with actors of the public, private and third sector, in such a way that they do not compete with other actors in the area. In the operation, client information is gathered from the service orderers. The services include e.g. support and improvement of well-being of children, youngsters, working-aged and aged, both individually and in groups.</p> <p>The activities involve the collection of information about the client or the client's guardian/carer provided by the client. Written consent for the processing of data is obtained from all customers who disclose data. The information is used to ensure the safety, reliability and quality of services. The data is used to maintain customer information for billing, register development, error correction, ability-to-pay checks, and to verify the accuracy of business information, as well as for customer relationship management, communication (such as changes in service), and marketing and promotion of other services offered by the Registrar. You can contact us by phone, post or e-mail. When the customer discloses information, the information about the controller (name and contact details), the purpose of the processing of the personal data to be collected, information about the regular disclosures of personal data and information about the rights of the data controller will be provided.</p> <p>The customer has the right to:</p> <ul style="list-style-type: none"> <li>• receive information on the processing of personal data</li> <li>• get access to data</li> <li>• correct data</li> <li>• delete data (right to be forgotten)</li> <li>• restrict the processing of data</li> <li>• transfer data from one system to another.</li> </ul>	
Groups of registered	Client of Service Centre Soteekki	
Information groups	<b>Information group</b>	<b>Storage time</b>
	First and last name(s)	tov + 5 yrs
	Social security number	tov + 5 yrs
	Contact information	tov + 5 yrs
	Information on need, plan, implementation and assessment	tov + 5 yrs
Information sources	Information is received from the service orderer. In addition, existing information formed in connection with service providing or maintaining.	
Groups of receivers	Information is released only to the client, and with a written consent by the client, to a relative and workers of social and health care.	
Data transfer outside EU/ETA	Data is not disclosed outside EU/ETA	
Automatic decision-making	No automatic decision-making	
Profiling	No profiling of registered	
Explanation	tov = time of validity, in this case the period of customer relationship	