

# WELCOME TO YOUTH EMPLOYMENT SERVICES

The purpose of Ohjaamo and youth career services is to offer you comprehensive help and support. Ohjaamo, career services and the TYP operations are part of the Helsinki Employment Services. Experts from many various fields work together in our services. We also work closely together with other operators, especially the Employment and Economic Development Offices, Kela, the City of Helsinki's social work and healthcare services, student counselling and different educational institutes.

The objective is for you to manage your employment and education matters as easily as possible. For this, the workers must save the related data into their customer databases and, if necessary, exchange information with each other.

This is why we ask you to sign two different forms:

1. with the turquoise form, you give your consent to processing and saving your personal data.
2. with the blue form, you give your consent to exchanging personal data with various professionals.

Your consent will remain valid for the duration of your client relationship with Ohjaamo or the career services.

Giving your consent is voluntary and, if you wish, you can withdraw your consent.

The content of these consent form is based on the law and the data protection regulations.

More specific information is available on the forms and under the section 'Further information' below.

We will always consult with you before exchanging data with other professionals.

The employees are bound by confidentiality regarding your information and your data will not be disclosed to external parties. If necessary, you can always ask more about how your data is being processed and exchanged.

Thank you for your cooperation!

Ohjaamo and career services employees

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## FURTHER INFORMATION:

The Finnish Data Protection Act (1050/2018) and EU's General Data Protection Regulation (EU 2016/679) will be applied to the publication, disclosure and processing of the data saved to the customer registry, unless otherwise decreed in the Act on Public Employment and Business Service or other acts.

More information about the data subject's rights, such as the right to inspect and rectify their data saved in the customer register or have the data erased, is available at [www.hel.fi/helsinki/fi/kaupunki-ja-hallinto/tietoa-helsingista/tietosuoja/tietosuojasta-tarkemmin](http://www.hel.fi/helsinki/fi/kaupunki-ja-hallinto/tietoa-helsingista/tietosuoja/tietosuojasta-tarkemmin) (in Finnish).

The register statement can be found at [www.hel.fi/static/liitteet/kanslia/rekisteriselosteet/Keha/Kanslia-EU-Tyollisyyspalveluiden-asiakasrekisteri.pdf](http://www.hel.fi/static/liitteet/kanslia/rekisteriselosteet/Keha/Kanslia-EU-Tyollisyyspalveluiden-asiakasrekisteri.pdf)

## CONTACT PERSON:

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# CONSENT FOR PROCESSING PERSONAL DATA

The City of Helsinki's Employment Services want to help you plan your future. In order to provide you with our services, we need your consent for processing your personal data.

The Data Protection Act (1050/2018) and the EU's General Data Protection Regulation (EU 2016/679) will be applied to the data saved into our customer register.

More information about the data in customer register is available at <https://www.hel.fi/helsinki/en/administration/information/data-protection>. The consent for processing your personal data is valid for the duration of your client relationship. We will store your personal data for a maximum of five years after your client relationship has ended.

Giving your consent is voluntary and you have the right to withdraw it by reporting this electronically via [asiointi.hel.fi](https://asiointi.hel.fi) site or by writing to the Registrar's Office: Pohjoisesplanadi 11–13

The register statement can be found at [www.hel.fi/static/liitteet/kanslia/rekisteriselosteet/Keha/Kanslia-EU-Tyollisyyspalveluiden-asiakasrekisteri.pdf](http://www.hel.fi/static/liitteet/kanslia/rekisteriselosteet/Keha/Kanslia-EU-Tyollisyyspalveluiden-asiakasrekisteri.pdf).

I consent to having my personal data used for the following purposes: reviewing my service needs related to my employment, education or rehabilitation possibilities and arranging the necessary measures, as well as for assessing my work abilities, labour market capabilities and service needs.

\_\_\_\_\_  
Name (last name, first name)

\_\_\_\_\_  
Personal identity code

\_\_\_\_\_  
Client's signature

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Postal code

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone number

# CONSENT FOR EXCHANGING PERSONAL INFORMATION

The City of Helsinki’s Employment Services want to serve and help you as well as possible. We employ professionals of many different fields. We need your consent for exchanging your personal data, so that we can provide you with the help and support of the various professionals.

We will always discuss and agree on the data exchange with you. The employees are bound by confidentiality regarding your information and your data will not be disclosed to external parties.

The consent for exchanging your personal data is valid for the duration of your client relationship. We will store your personal data for a maximum of five years after your client relationship has ended. A guardian’s consent for disclosing personal data is required for clients under the age of 18.

Giving your consent is voluntary and you have the right to withdraw it by reporting this electronically via [asiointi.hel.fi](mailto:asiointi.hel.fi) or by writing to the City of Helsinki Registrar’s Office: Pohjoisesplanadi 11–13

Please read carefully through the information related to exchanging personal data on the other side of this document.

By checking section A you will give your consent to all purposes of use and partners presented on the other side of this document.

**A**  I consent to all personal data disclosures specified in sections 1–5

OR By checking section B you will limit your consent to the purposes of use and partners that you have chosen on the other side of this document.

**B**  I consent only to the personal data disclosures I chose in sections 1–5 on the other side of this document.

\_\_\_\_\_  
Name (last name, first name)

\_\_\_\_\_  
Personal identity

\_\_\_\_\_  
Client’s signature

\_\_\_\_\_  
Place and date

Guardian’s consent for clients under the age of 18

\_\_\_\_\_  
Guardian’s signature and name in print

\_\_\_\_\_  
Place and date



If you selected option B , please check the purposes of use and partners of your choice here.

MY DATA CAN BE DISCLOSED FOR THE FOLLOWING PURPOSES:				
	For reviewing my employment, education or rehabilitation service needs	For organising measures related to work, education or rehabilitation	For assessing and promoting my labour market capabilities	For measures improving my livelihood, health, and living situation
<b>PARTNERS AND REGISTERS:</b>				
<b>1.</b> Employment and Economic Development Office experts and career psychologists The Employment and Economic Development Office's private client register <input type="checkbox"/> My data can be disclosed from the Employment and to Helsinki Employment Services <input type="checkbox"/> My data can be disclosed from Helsinki Employment Services to the Employment and Economic Development Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b> The Education Division's special education teacher and study counsellor Vocational education's study administration data register <input type="checkbox"/> My data can be disclosed from the vocational education services to Helsinki Employment Services <input type="checkbox"/> My data can be disclosed from Helsinki Employment Services to vocational education services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b> The Social Services and Health Care Division's social worker and social instructor Services for working age people register <input type="checkbox"/> My data can be disclosed from the social welfare to Helsinki's Employment Services <input type="checkbox"/> My data can be disclosed from Helsinki's Employment Services to social welfare services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b> The Social Services and Health Care Division's public health nurse Patient register <input type="checkbox"/> My data can be disclosed from the health care services to Helsinki's Employment Services <input type="checkbox"/> My data can be disclosed from Helsinki's Employment Services to health care services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b> Kela's rehabilitation advisor Benefit register <input type="checkbox"/> My data can be disclosed from Kela to Helsinki's Employment Services <input type="checkbox"/> My data can be disclosed from Helsinki's Employment Services to Kela	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# BACKGROUND INFORMATION FOR LAUNCHING THE WORK

Name \_\_\_\_\_

Gender:  female  male  other

Mother language \_\_\_\_\_

Service language: \_\_\_\_\_

Contact information for the guardian of a minor: \_\_\_\_\_

## I WISH TO RECEIVE HELP WITH THE FOLLOWING (you can check several options):

- |   |  |
|---|--|
| <input type="checkbox"/> Finding a job            | <input type="checkbox"/> Loneliness or relationships     |
| <input type="checkbox"/> Finding a student place  | <input type="checkbox"/> Managing addictions             |
| <input type="checkbox"/> Clarifying future plans  | <input type="checkbox"/> Questions of identity           |
| <input type="checkbox"/> Matters of health        | <input type="checkbox"/> Hobbies or recreational matters |
| <input type="checkbox"/> Mental well-being        | <input type="checkbox"/>                                 |
| <input type="checkbox"/> Housing matters          |  |
| <input type="checkbox"/> Financial matters        |  |
| <input type="checkbox"/> Managing day-to-day life |  |

## EDUCATION

Highest completed level of education:

- comprehensive school  
 vocational basic education  
 upper secondary school (graduate)  
 higher education  
 other, please provide further details \_\_\_\_\_

I am currently studying:

\_\_\_\_\_

Unfinished education/training:

\_\_\_\_\_

## APPLYING FOR JOBS, WORK EXPERIENCE

Have you registered as an unemployed job applicant with the Employment and Economic Development Office?

Are you in contact with any other professionals who help you manage your affairs (such as a welfare officer, social worker, psychiatric nurse, etc.)?

Do you have any work experience? yes no

What was your most recent work role (e.g. title/job description)? \_\_\_\_\_

When did your most recent employment relationship end? \_\_\_\_\_

## HOUSING

What is your current housing situation? (e.g. do you live with your parents/alone) \_\_\_\_\_

## FINANCIAL MATTERS

Tell us about your current income situation \_\_\_\_\_

## OTHER

Are there any challenges in your life that we should be aware of (such as health issues, learning difficulties or addictions)? yes / no

\_\_\_\_\_