

TERMS, CONDITIONS AND INFORMATION SECURITY

Toimintakykkyarvio.fi service is administered by the Valteri Centre for Learning and Consulting, Tervaväylä. The service has been developed as a part of the Tervareitti project funded by the European Social Fund.

The purpose of conducting a functional capacity assessment is to support learning and studying. The assessment provides more information about the pupil's functional capacity. The multiprofessionally compiled description of functional capacity makes the strengths and challenges of the pupil's functional capacity visible, which affects studying and planning the pupil's own study path in guidance counselling. Taking account of the individual starting points and functional capacity in different competence areas improves the knowledge of the actors at school about the pupil and supports the pupil's own self-knowledge. A shared view of the functional capacity is created through multiprofessional cooperation; it can also be used in the legally required pedagogical documents and in planning support. The description of the functional capacity created with the service can be used to support guidance counselling on all tiers of the three-tiered support system.

CONSENT

Conducting a functional capacity assessment is voluntary. The consent of the pupil and his or her guardian for conducting a functional capacity assessment is required. In addition to the pupil and his or her guardian, actors familiar with the pupil's functional capacity, such as the guidance counsellor, teacher, and possibly other professionals mentioned in the consent form, participate in the functional capacity assessment.

GATHERING INFORMATION

The functional capacity assessment is implemented by one of the teaching staff at the school, such as a guidance counsellor, a special needs teacher, or a teacher. Logging in to the functional capacity assessment requires a user ID.. After the consent has been given, the person implementing the functional capacity assessment registers in the www.toimintakykkyarvio.fi service. Upon registering, the user accepts the terms, conditions and information security described in this document. The service administrator can add and remove users from the service and see the e-mail addresses of the registered users. After selecting the professionals participating in the assessment of the young person's functional capacity in addition to the young person and his or her guardian, the user sends a link from the server to the assessors' e-mail so that they can conduct the assessment.

The functional capacity assessment is filled in at the web address sent via e-mail. The web address goes directly to the functional capacity assessment of the pupil in question. **No personal data is sent via the service.** There must be no identifying information recorded about the pupil in the assessment, either. A person responding to the assessment cannot access the assessments of the other participants.

The description of functional capacity consists of the assessments of the young person, the guardian, and the professionals participating in the functional capacity assessment. The complete functional capacity description is only visible for the user ID of the party implementing the functional capacity assessment, and other users cannot access it. The party implementing the functional capacity assessment receives a notification in his or her own e-mail after others have assessed the young person's functional capacity. By logging in into the server, the implementer of the assessment receives a compilation of the functional capacity descriptions of the participants.

The implementer can print out and save the functional capacity assessment compiled by the service in the register of his or her own school. The young person and his or her guardians have the right of access to the description of

the young person's functional capacity. The implementer can delete the description of the functional capacity from his or her own account.

In order to ensure information security, the system maintenance has been separated into different nodes and the data from the questionnaire is stored on a separate MySQL server that can only be accessed via the system's intranet. The pupil information is anonymous, and only the implementer sending the questionnaire knows to whom the assessment in question refers. The e-mail addresses are not stored in the database, which means that no conclusions about whom the assessment concerns can be drawn based on e-mail addresses.

PROFESSIONAL SECRECY AND RELEASING ASSESSMENT INFORMATION

The documents printed out and saved from the service are confidential, and the information included in them can only be accessed by the teachers of the pupil in question as well as other parties that need the information in their work. They can receive information to the extent necessary for their work. The personal data of pupils must be protected so that outsiders cannot access it.

According to Section 40(4) of the Basic Education Act, if a pupil under the age of 18 transfers to education or activities provided by another education provider, the former education provider must without delay forward information necessary for arranging instruction for the pupil to the new education provider. The information may also be provided at the request of the new education provider. This means that providing necessary information does not require the consent of a guardian. The party providing the information determines what information is necessary.

Confidential information can be provided more extensively with the consent of a guardian. With the consent of the pupil and a guardian, documents containing information on functional capacity available via the service can be transferred to the receiving educational institution in order to enable sufficient support measures when the studies start after comprehensive school. The information must be treated as confidential.

The party implementing the functional capacity assessment ensures that the compiled functional capacity description is recorded in accordance with the recording practices of the educational institution and that the documents are stored in locked cabinets in accordance with the educational institution's practices. The information systems are protected with user IDs and passwords. Confidential documents are treated and stored carefully and destroyed so that they cannot be accessed by parties who have not been authorised to access their contents.

Information security document is located in the website:

<https://www.valteri.fi/toimintakykvarvio-fi-tietosuojaseloste/>