Tixraacaaga : «Number»

Insert Council Logo

Tixraacayga: «Number»

Taariikh Day Month Year

Xiriirka: John Smith

Wac si toos ah 01111 111111

Iimayl: [John.Smith@anytowncouncil.gov.uk](mailto:John.Smith@anytowncouncil.gov.uk)

«Title» «Firstname» «LastName» **Office of Adult Social Services Department**

«Address1» Council Buildings

«Address2» 100 Town Road

«Address3» ANYTOWN

«Address4» A27 6BP

Gacaliye «Title» «LastName»

**Aragtidaadu waa muhiim**

Waxaan jeclaan lahaa inaan kugu casuumo inaad ka qeybqaadato baaritaanka qaranka 2025-26 ee Daraasaadka Daryeelayaasha Dadka Waaweyn ee England. Sahankan waxa fulinaya [your local Social Services Department] anigoo ka wakiil ah NHS England. Waxaan rabnaa inaan fursad u siino inaan laga qeybqaato sahanka dad badan intii suurtagal ah; Tani waxay la macno noqon kartaa in aanu mararka qaarkood u dirno sahan qof jecel in aanu helin. Waanu ka cudur daaranaynaa haddii helitaanka xog-ururintan ay kuu keentay wax dhib ah.

**Hagaajinta Daryeelka Bulshada ee Dadka Waaweyn ee deegaankaaga**

**Fadlan kaqaybqaado xog-uruurinta adigoo buuxinaya foomka xog-ururinta.** Waxaa lagu weydiinayaa aragtidaada ku saabsan adeegyada aad heleysaan iyo tayada noloshaada.

Markii ay sii kordhaan dadka kaqeyb galaya, waxaa waxtar sii yeelanaya natiijooyinka si ay nooga caawiyaan qiimeynta iyo wanaajinta adeegyadayada maxalliga ah ee loogu talagalay dadka adiga oo kale ah.

Markaad buuxiso foomka su'aalaha fadlan ku soo celi baqshada lacagteeda horay loo bixiyay **[DATE]**. Uma baahnid inaad shaabad ku dhejiso baqshadda.

**Macluumaadkaaga si qarsoodi ah ayaa loo ilaalin doonaa**

Waxaa jira macluumaad dheeraad ah oo ku saabsan xog-uruurinta iyo sababta laguu soo doortay oo laga helo bogga. Haddii aad qabtid wax su'aalo ah ama aad ubaahantahay caawimaad la xiriirta buuxinta foomka su'aalaha, tag qeybta **'nala soo xiriir**' ee ku taala qeybta hoose ee warqaddan.

Aad baad ugu mahadsan tahay inaad waqtigaaga ku bixisey si aad u caawiso adeegyada Daryeelka Bulshada ee Dadka Waaweyn.

Si daacadnimo ah

ADD DIRECTOR’S SIGNATURE

«Title» «Firstname» «LastName»

Director, Adult Social Services

**Maxaa la ii doortay?**

Waxaan si aan kala sooc lahayn [remove ‘kala sooc lahayn’ if whole sampling frame is being surveyed] u dooranay dad helay daryeel iyo adeegyo taageero ah oo ay bixiyeen ama soo abaabuleen [your local Social Services Department]. Tusaale ahaan, waxaad ku noolaan kartaa guri daryeel, waxaad ka xaadirtaa xarun maalmeed, daryeel caafimaad, ama aad heshaa adeegyo cunto [councils can add one or two additional services specific for their area if they choose to].

**Maxaa ku dhacaya jawaabahayga?**

Jawaabahaaga waxaa soo ururiyay [organisation name] anigoo ka wakiil ah [your local Social Services Department].

Jawaabahaagu waa qarsoodi oolooma gudbin doono cid si toos ah adeegyada ku siinaysa. Waanu qarin doonaa natiijooyinka, markaa qofna si toos ah kuuguma aqoonsan karo, anaga oo meesha ka saarayna dhammaan macluumaadkaaga shakhsi ahaaneed (magaca, ciwaanka, lambarka boostada, taariikhda dhalashada, [councils must list all personal data fields they remove]) ka hor inta aan lala wadaagin xogta NHS England (Ururka macluumaadka iyo tignoolajiyada qaranka ee taageera adeegyada caafimaadka iyo bulshada). Jawaabaha waxaa lagu xiri doonaa qaar ka mid ah faahfaahinta tirakoobka ee uu hayo [Local authority name] adigoo isticmaalaya koodhka tixraaca ee gaarka ah.Natiijooyinkan qarsoodiga ah ayaa marka la daabaco ayay u isticmaalaan cilmi-baarayaashu iyo ururadu sida Waaxda Caafimaadka iyo Daryeelka Bulshada si ay uga caawiso horumarinta adeegyada.

Waxaan waligaa kula soo xidhiidhi karnaa oo keliya jawaabahaaga haddii aad muujiso inay jirto khatar adiga, ama qof kale, caafimaadkaaga iyo badbaadada, ama aad kala kulanto dhibaato halis ah daryeelkaaga. Xaaladdan oo kale qof aan ahayn shaqaale bulshoama shaqaale daryeel ayaa kula soo xiriiri doona si uu kaagalo hadlo sida aad rabto inaad u sii wado. Waxaad ka heli kartaa macluumaad dheeraad ah oo ku saabsan xuquuqdaada [xaashida macluumaadka ee goonida ah ee lagu siiyay] mareegahayaga iyo/ama [ku yaal bogga Xafiiska Wakiilka Warfaafinta: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/individual-rights/right-to-be-informed/].

**Qof miyaa iga caawin kara buuxinta foomka su'aalaha?**

Haa, caawimaad badan ayaa la heli karaa. Waxaad codsan kartaa nugul ku qoran luqad kale, far waaweyn ama qaab fudud oo loo akhriyi karo. Waxaad sidoo kale codsan kartaa inaad xog-uruurinta ku buuxiso taleefanka ama shaqsi ahaan. Haddii aad jeceshahay inaad codsi sameyso ama aad wax su'aalo ah qabtid, markaa fadlan nala soo xiriir adigoo adeegsanaya faahfaahinta qaybta 'nala soo xiriir' ee ku taala qeybta hoose.

Haddii aad dareento inaadan awoodin inaad buuxiso foomka su'aalaha kaligaa, markaa waxaad weydiisan kartaa saaxiib ama qaraabo inay ku caawiyaan; si kastaba ha noqotee, waa kaliya aragtidaada iyo khibradahaaga waxa muhiimka ah sidaa darteed waa inay ku buuxiyaan foomka iyagoo qoraya jawaabahaaga saxda ah ee su'aalaha. Waxa kale oo aad na weydiisan kartaa in aan kuu diyaarinno qof kaaliye madax-bannaan oo kaa caawin doona buuxinta xog-uruurinta, adigoo adeegsanaya faahfaahinta xiriirka hoose.

**Ma khasab baa inaan buuxiyo foomka su'aalaha?**

Khasab kuguma aha inaad kaqeybqaadato xogururintan. Haddii aad dooratid inaad kaqeybqaadato xog-uruurinta, ma aha inaad ka jawaabto su'aalaha oo dhan. Haddii aad doorato inaad kaqeybqaadato iyo haddii kalaba tani saameyn kuma yeelan doonto adeegyada aad hesho, ama habka laguula dhaqmayo.

**Ma heli doonaa xasuusin?**

Haddii aan war kaa maqaliwayno, waxaan toddobaadyada soo socda kuu soo diri doonnaa warqad xusuusin ah. Si kastaba ha noqotee, haddii aadan jeclayn inaad ka qaybgasho, oo aad doorato inaadan helin xusuusin, markaa fadlan noo soo celi foomka su'aalaha oo bannaan ama nagala soo xiriir [telephone number]. Faahfaahin dheeri ah oo aad nagala soo xiriiri karto ayaa lagu bixiyay qeybta 'nala soo xiriir' ee ku taala qeybta hoose.

**Nala soo Xiriir**

**Caawinaad iyo talo madaxbanaan**

[Councils must include details of a telephone help line/advocacy group through which assistance in completing the survey can be arranged]

**Cabashooyinka Madaxa-bannaan**

[Councils must include details of an independent complaints procedure including contact details and a brief summary of the process]

Codsiyada iyo weydiimaha ku saabsan xog-uruurintan

[telephone number] (Monday to Friday between 10.00 am and 12.00 noon, or between 2.00 pm and 4.00 pm) [Councils can vary these hours or expand this e.g. to say leave a message and someone will get back to you]

[email]

[postal address]

Wixii su'aalo ah ee ku saabsan daryeelkaaga ama adeegyada taageeradaada

[telephone number] (Monday to Friday between 10.00 am and 12.00 noon, or between 2.00 pm and 4.00 pm) [Councils can vary these hours or expand this e.g. to say leave a message and someone will get back to you]

[email]

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