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

«Postcode»

Gacaliye «Title» «LastName»

**Aragtidaadu waa muhiim**

'Waxaano dhawaan kugu soo casuumnay inaad ka qeybqaadato baaritaanka qaranka 2025-26 ee Daraasaadka Daryeelayaasha Dadka Waaweyn. Sahankan waxa fulinaya [your local Social Services Department] anigoo ka wakiil ah NHS England.

Haddii aad dhawaan soo celisay foomka su'aalaha oo dhameystiran markaa waxaan jeclaan lahayn inaan kuu mahadcelino oo waxaan kaa raalli-gelinaynaa inaan mar kale kula soo xiriirnay Haddii aadan wali jawaab ka bixin, waxaan jeclaan lahayn inaan mar labaad kugu martiqaadno inaad naga caawiso buuxinta foomka xogwaraysigan. Waxaan dooneynaa inaan siino fursad ay kaga qaybqaataan sahankan inta dad ugu badan ee suurtogal ah; tan macnaheedu waxay noqon kartaa inaan mararka qaarkood u dirno sahamin qof doorbidaya inuusan helin. Waxaan kaa raali galineynaa hadii helitaanka ra'yi ururintan ay dhibaato kugu keentay.

**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 ururiyay [organisation name] Iyaga oo 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, adiga oo meesha ka saaraya dhammaan macluumaadkaaga shakhsi ahaaneed (magaca, ciwaanka, lambarka boostada, taariikhda dhalashada, [councils must list all personal data fields they remove]) ka hor inta aan la 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] iyagoo isticmaalaya koodhka tixraac oo gaar ah.Natiijooyinkan qarsoodiga ah ayaa marka la daabaco oo ayay isticmaalaan cilmi-baarayaashu iyo ururadu sida Waaxda Caafimaadka iyo Daryeelka Bulshada si ay uga caawiyaan horumarinta adeegyada.

Kaliya waxaan kala soo xiriiri karnaa wixii ku saabsan jawaabahaaga haddii aad muujiso in uu halis ku jiro caafimaadkaagu iyo badbaadadaadu, ama aad dhibaato daran kala kulanto daryeelkaaga. Xaaladdan oo kale qof aan ahayn shaqaale bulshoama shaqaale daryeel ayaa kula soo xiriiri doona si uu kaagalo hadlo 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] ee barta internetka iyo/ama [Bogga Internetka ee 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.

**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]

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