

# Foster Carer's Training Privacy Notice (How we use your information)

The categories of information that we collect, process, hold and share include:

**In the course of providing training we may collect the following personal information from you:**

- Personal information (such as name, contact details, foster carer status (kinship, mainstream, pre-approval kinship, pre-approval mainstream), current family circumstances)
- Special category characteristics (such as disability and learning needs)
- Training records
- Your feedback on courses

## How we use your personal information

We use your personal information to:

- Assess prospective foster carers
- Process training bookings
- Record training attended, cancelled and reasons for cancellation
- Tailor courses to your needs
- Recommend courses
- Provide course reminders
- Produce certificates
- Assess and evaluate our services
- Inform future service planning and the commissioning of services

## The lawful bases on which we use this information

The Council relies on Article 6(1)(e) of the UK General Data Protection Regulation (GDPR) to process personal data where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council. This includes but is not limited to duties and powers under:

The Children Act 1989, The Children and Young Person's Act 2008, The Children and Families Act 2014, The Children and Adoption Act 2006, The Children Act 2004, The Adoption and Children Act 2002, The Children (Leaving Care) Act 2000 and The Children and Social Work Act 2017.

The Council also adheres to the Fostering Services National Minimum Standards statutory guidance. In particular :

Standard 13.3 Recruiting and Assessing foster carers

Standard 20 Learning and Development of Foster Carers

Standard 30 "Family and friends foster carers have access to training available to other foster carers, but the fostering service provider also offers training that addresses the particular needs and circumstances of family and friends foster carers."

Article 6(3) of the GDPR: the basis for the processing is laid down in law. The Council relies on its powers under the above-named legislation in order to process your personal data.

Section 8(c) of the Data Protection Act 2018: personal data that is necessary for the performance of a task carried out in the public interest or in the exercise of the controller's official authority includes processing of personal data that is necessary for (c) the exercise of a function conferred on a person by an enactment or rule of law.

Some of the personal data the Council collects is referred to as 'special category' data under data protection legislation. As this data is more sensitive it requires more protection. The Council must therefore also identify a separate condition when processing this type of personal data. We rely on Article 9(2)(h) of the UK General Data Protection Regulation (GDPR) in order to process your special category data, for the purposes of management of social care systems and services.

Schedule 1, Part 1, paragraph 2(2)(f) of the DPA: the processing of special category personal data is necessary for health or social care purposes.

## Storing this information

We will retain your personal data in accordance with statutory retention periods and in line with Sefton's record retention schedule ( 10 years after foster carer approval has ceased or 75 years after last contact with foster carers, whichever is the later).

## Who we share this information with

Employees within Sefton Council who have a responsibility for recruitment, administration of payment and contractual benefits, and carrying out performance related procedures will have access to your data where it is necessary to their role.

Sefton Council works in collaboration with a number of local authorities and third-party agencies such as The Training Hub.

We may share your name, contact details and carer type:

- When you book on to a course provided by a third party (e.g. RASA Merseyside, Talk the Talk Education, Professional Trauma Therapists, AC Education this list is not exhaustive)
- To enable you to access The Training Hub elearning training platform.
- If you move to another Fostering Service, upon request.

We have agreements with third parties to retain personal data only until the training event and associated actions have been completed e.g. registration, certificates and evaluation purposes.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to the personal data we hold about you. To make a request for your personal information contact the Fostering Service on 0151 934 4060 or e-mail: [ino.information@sefton.gov.uk](mailto:ino.information@sefton.gov.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and
- the right to lodge a complaint with the supervisory authority (the Information Commissioner's Office)

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

You may contact Sefton Council's Data Protection Officer at:

E-mail: [ino.information@sefton.gov.uk](mailto:ino.information@sefton.gov.uk)

Telephone: 0345 140 0845

## Further information

If you would like to discuss anything in this privacy notice, please contact the Fostering Service on 0151 934 4060