

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

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

In the course of approving and supervising foster carers we collect the following personal information from you:

- personal information (such as name, address, contact details, date of birth, gender, language)
- special category characteristics (such as ethnicity, disability, religion and medical information)
- family network and relationship information
- employment information
- financial information
- information relating to assessments and approvals for suitability to foster children
- previous or current involvement with Children's Services, including Social Care and Early Help.

### How we use your personal information

We use your personal information to:

- process foster carer applications
- assess suitability to become a foster carer
- monitor the progress and stability of placements, to safeguard and support children
- provide on-going support, advice and training to foster carers
- prevent or detect crime or fraud
- undertake checks if you have lived outside of the UK
- assess and evaluate our services
- inform future service planning and the commissioning of services
- ensure that foster carers receive the correct payments

We may also obtain personal information from the following other sources:

- The local authority in whose area you live or have lived
- Other Sefton council departments
- Voluntary sector organisations
- The Disclosure and Barring Service
- Police
- Past and present employers
- Social media
- References (personal and employment)

- Previous partners
- Health organisations
- Schools

## The lawful bases on which we use this information

The Fostering Services (England) Regulations 2011 set out what personal data we must obtain from a prospective foster parent and other members of their household and family in seeking to carry on, manage or work for the purposes of a fostering service. The Council also adheres to the Fostering Services: Minimum National Standards statutory guidance. The Council relies on Article 6(1)(c) of the UK General Data Protection Regulation (GDPR) to process your personal data, as the processing is necessary for compliance with a legal obligation to which we, as data controller are subject. Some of the personal data the Council must collect 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.

Other pieces of legislation to which the Council must adhere in the course of providing a Fostering Service includes but is not limited to:

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.

## Storing this information

We will retain your personal data for only as long as is necessary, in accordance with statutory retention periods and in line with Sefton's record retention schedule.

## Who we share this information with

Employees within Sefton Council who have 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. We may share your data:

- Where you agree to the placement of a child from another fostering service
- We are required to provide your data for the purpose of statutory data collection by external agencies including OFSTED.
- If you apply to another fostering agency for the purposes of fostering or adoption, the agency can ask to see the information that Sefton Fostering services may hold about you.
- Where directed to by the court in any family proceedings.
- Sefton's Fostering panel, Foster Talk, Fostering Network, NSPCC

We will not disclose your information to third parties unless there is a legal requirement for us to do so.

## 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
- right to data portability in certain circumstances
- 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 request 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/>

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. 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

Alternatively, you can contact the Information Commissioner's Office directly at:

<https://ico.org.uk/concerns/>

## Further information

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

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