

## **Leicestershire County Council Fair Processing Notice**

This notice is to tell you about why we need your information and how we will handle it. This notice is for:

### **Adoption and Fostering**

#### **What Information do we need from you?**

We will collect personal data about you to help us assess your suitability to the role you are interested in. The amount of information we collect will vary depending on circumstances, but generally will include:

- Name, address, date of birth and contact information
- Details relating to members of your household and other significant individuals who must be assessed as part of the fostering and adoption process
- Financial information
- Employment history
- Details of any prior legal proceedings about children and / or family (including where this occurred within the family court)
- Details of any criminal convictions

We will also collect information of a more sensitive nature, which is termed as 'special category data'. This is information which relates to:

- Ethnicity
- Religious, philosophical or spiritual beliefs
- Gender identity
- Sexual orientation
- Health data

The information that you are asked to provide is the minimum amount of information that is necessary to enable us to:

- Process and assess foster carer and adopter applications including carrying out background checks
- Make recommendations to the fostering and adoption panels
- Process foster carer and adopter payments
- Provision of supervision and training
- Carry out annual foster carer reviews
- Contact you to provide additional information about our service. In these instances, you will be asked for your consent to do so. You can opt out at any time by contacting [fosteringandadoption@leics.gov.uk](mailto:fosteringandadoption@leics.gov.uk).

Your information may also be used to provide assurance to the Council about the quality of services provided.

This information is collected in the following ways:

- Provided to us directly by you when you sign up to use this service; or
- Provided by another professional organisation involved in the verification of your assessment to either foster or adopt.

### **Why do we need this?**

To assess your eligibility, it is necessary to collect information about you to ensure you meet the demands of becoming a Foster Carer or Adopter.

Section 22G of The Children's Act 1989 places a duty on local authorities to provide sufficient accommodation to Looked After Children.

We will not collect any personal data that we do not need to provide this service and as far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.

### **Why are we allowed to process your information?**

Most commonly in relation to fostering and adoption, the lawful bases for processing your personal information are as follows:

- Processing is necessary to comply with a legal obligation; and
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

For special category data, which is more sensitive information, we rely on the following:

- Health and Social Care - we use it for the provision of health or social care treatment or the management of health or social care systems and services; and
- Processing that is necessary in the substantial public interest.

### **Who will we share this with?**

The type of service you receive, and your personal circumstances will dictate who we share your personal data with. Where applicable, we will share your data with organisations that deliver services on behalf of the council.

We will only share information when it is necessary to do so and in accordance with the law.

To process your application, we may be required by law to share or request information in support of your application from the following organisations;

- Family Adoption Links (Regional Adoption Partnership)
- The Children and Family Court Advisory and Support Service (CAFCASS)
- Chief Probation Officer
- Health Visitors
- Local Safeguarding Teams

- National Society for the Prevention of Cruelty to Children (NSPCC)
- Schools
- Nurseries
- Soldiers, Sailors, Airmen, and Families Association (SSAFA)
- Other local authorities
- Office for Standards in Education, Children's Services and Skills (OFSTED)
- Your doctor
- Certificate of Good Conduct Checks (out of country checks).
- For the purpose of the 'Book a chat' form, your name and contact information will be stored with Microsoft.

### **How will we keep it secure?**

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the Europe.

### **How long will we keep it for?**

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be 100 years if matched or 25 years if not matched or you withdraw your application.

### **What if something changes?**

If the information you provided changes, or your circumstances change, please contact [fosteringandadoption@leics.gov.uk](mailto:fosteringandadoption@leics.gov.uk). If we need to change something like who we want to share this information with, we will contact you to let you know.