**Directorate:** Social Care and Health

**Service Area:** Children’s Services

**Contact Details:** [**dataprotection@monmouthshire.gov.uk**](mailto:dataprotection@monmouthshire.gov.uk)

**Privacy Notice Name:** Fostering Recruitment

|  |
| --- |
| **How we will use your information**  Monmouthshire County Council, Children’s Services, Placement & Support Team, work closely with key partner organisations to recruit and approve safe and nurturing foster placements ie Fostering, short breaks, Supported Lodgings, ‘when I’m ready’ to support children, young adults and families. If we receive an enquiry to become a Foster carer etc, we usually gather personal information such as;   * Personal information such as date of birth and gender * Birth parent, carers, family members and significant others personal information * Further information such as ethnic group, disability status and other health information * Information relevant to the recruitment process for foster care: * Identity (personal, class, racial and ethnic, gender, sexual, cultural, language and spiritual). * Family & household membership * Financial circumstance. * Education, leisure and recreational interests * Current and previous relationships * Social and support network * Accommodation and neighbourhood * The unique pupil number (UPN), where it is relevant * NHS identifier, where it is relevant   We will use and collect this information as part of our assessment process to :-   * Determine approval at Fostering Panel * Review ongoing suitability to foster on a regular basis * Inform the matching process in relation to potential children and or young adults being placed. * Perform Checks with Agencies to inform suitability to Foster * Request Reference with people/agencies to inform suitability to Foster * Quality Assure our services * Evaluate and improve our service   **Source of your personal data**  If you would like further information on the source of this information please contact Monmouthshire County Council  You may be required to apply for this information as a Subject Access Request. |
| **Our Obligations**  We will store your personal information in a secure manner and ensure that only staff members will legitimate reason to access your information will have permission to do so. Where it is necessary to share your information with other organisations we will only share relevant and the minimum necessary of relevant personal information. We will only keep your information for as long as is necessary.  We will use your information to assess the needs as identified in the fostering placement request and provide care and support where appropriate. |
| **Purpose and legal basis for using your information**    We collect and process information about people who apply to become an approved Foster Carer. This information is gathered under:-   * The Children Act 1989 * Social Services and Well-being (Wales) Act 2014 * Fostering Regulations (Wales) 2003 * National Minimum standards for fostering services 2003 * Care Planning, Placement & Case Review (Wales) regulations 2015   All information gathered will be covered by the Data Protection Act 1988 and the General Data Protection Regulation ( GDPR 2018)    **Our legal reason(s) for using your information are:**    We are under legal obligation to process your information  We are processing to protect yours or another person’s vital interests  Processing is necessary for the performance of a public task    For further information on legal basis please visit [www.ico.org.uk](http://www.ico.org.uk) |
|  |
| **Who will have access to your information?**  The Data Controller for your information is Monmouthshire County Council.  Email: [dataprotection@monmouthshire.gov.uk](mailto:dataprotection@monmouthshire.gov.uk)  No names will be disclosed or shared with external organisations where information is required to support research, or performance monitoring.  Other Data Controllers may also be responsible for your information, depending on the specific circumstances.  **These are the departments we may share your data with internally if relevant to your care and support:**  Children and Young Persons (Education Services)  Youth Services  Community Safety  Young Carers  Commissioning  School Safeguarding Leads  Finance  Legal Services  Youth Enterprise  Policy & Performance  Passenger Transport Service  Adult Services  **These are the agencies/ organisations we may share your data with externally if relevant to support your application:**  Police  National Health Service  General Practitioners  Care Inspectorate Wales  Judiciary  Monmouthshire approved consultants ( for service improvement purposes)  Disclosure and Barring Service (DBS)  Local Authorities  Personal Referees  CIW, Ofsted (England)  Care Inspectorate (Scotland)  HSC (Northern Ireland)  SSAFA checks for current or previous involvement in armed services  Landlords  Employees  Educational Establishments  Children’s Commissioning Consortium Cymru  Thought the assessment process, there will be various checks and reference required. The extent of these checks and references will depend on individual circumstances and will be explained throughout the assessment process, only the minimum amount of personal data will be shared to obtain checks and references.    We do not share information about you or your family with any organisations without consent unless we are legally obliged to do so.  Relevant Information Sharing Protocols are in place for sharing information with our partners.  **Sharing your information with Welsh Government**  Some of the information held about you will be shared with Welsh Government. This will help them to carry out research to improve the care and support provided to you and other people in Wales. The information will be shared lawfully and will only be used by the Welsh Government for research in support of official business. For further information go to <http://gov.wales/statistics-and-research/local-authority-social-services-data-collections/?lang=en>  **Requests for information**  All recorded information held by Monmouthshire Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and General Data Protection Regulation including any other Data Protection law. |
| **How long will we retain your information?**  How long Monmouthshire County Council retains information is determined through statutory requirements or best practice.   |  |  | | --- | --- | | Adoption | 100 years from date of adoption order | | Fostering | **10 years** from the date on which their approval is terminated.  **3 years** from the refusal or withdrawal | | Looked After Children | Either:  until the **75th anniversary** of the child’s birth,  or  if the child dies before age 18, for **15 years** from the date of death | | Children’s Homes | Either:  until the **75th anniversary** of the child’s birth,  or  if the child dies before age 18, for **15 years** from the date of death. | |
| **Your Rights**  **Your rights under the General Data Protection Regulation are:**   * The right to be informed * The right of access * The right to rectification * The right to the rectification, blocking, erasure or destruction of your information in certain circumstances. * The right to object to processing * The right to data portability * The right to object * The right to compensation if Monmouthshire County Council fail to comply with certain requirements of General Data Protection Regulation in respect of your information.   For further information please refer to [www.ico.org.uk](http://www.ico.org.uk) |
| **Complaints Procedure**  If you object to the way that Monmouthshire County Council is handling your data, you have the right to complain. Please contact the Service Area detailed at the top of this document outlining your issues. Please follow this link for further information on the [complaints process.](http://www.monmouthshire.gov.uk/feedback)  If you remain unhappy you also have a right to complain to the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk) |
|  |

|  |  |  |
| --- | --- | --- |
|  | **Privacy Notice No:**  **Date Created:**  **Date Published:**  **Version Number:** | SCHCS001  17.05.2018  25.05.2018  1 |