



Wakefield Fostering Service privacy notice

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who we are

Wakefield Council collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The Fostering Service assesses, approves, supports and pays foster carers, and provides them with ongoing support, guidance and training to ensure they are fully skilled to be effective foster carers. The service also works with Wakefield kinship carers and Special Guardians as well as a range of fostering agencies to ensure that children are placed with the most appropriate family.

The Controller for the information we hold is Wakefield Council.

Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined below, please contact the Controller's representative.

Contact details:

Contact details: 01924 302160

Telephone: Email: fostering@wakefield.gov.uk

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

Information collected by us

In the course of approving and supervising foster carers/kinship carers/ Private Foster Arrangements we collect the following personal information when you provide it to us:

- 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 Wakefield Integrated Children's Services, including Social Care and Early Help

We also obtain personal information from the following other sources:

- The local authority in whose area you live
- Other Wakefield Council departments
- NSPCC
- Disclosure and Barring Service
- Past and present employer
- Social media
- References (personal and employment)
- Previous partners
- Health
- Schools

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 ongoing support, advice and training to foster carers
- Prevent or detect crime or fraud
- Assess and evaluate our services
- Inform future service planning and the commissioning of services
- Ensure that foster carers receive the correct payments

How long your personal data will be kept

We keep your information securely in line with the retention periods shown below, after which time it is archived or securely destroyed, unless we are required by legal reasons to retain records for longer than the stated retention period.

Subject	Record	Reference	Retention Period
Children in Care	Case records for children in care	Care Planning, Placement and Case Review (England) Regulations 2010, s. 50	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
Approved Foster Carers	Case records for approved foster carers (including relatives, friends or connected persons granted temporary approval under regulation 24 of the Care Planning, Placement and Case Review (England) Regulations 2010), and any information relating to them contained in the register of foster carers		At least 10 years from the date on which their approval is terminated
Fostering enquires/Applications	Case records for people who are not approved as a foster parent, or who withdraws their application prior to approval	The Fostering Services (England) Regulations 2011, s. 32	At least 3 years from the refusal or withdrawal
Child Protection/ Assessments/ Referrals/	Children's records that are	No specific legislative retention	Either:

Children in Need/Serious Case Reviews	living in Private Fostering Arrangements	period. Under the Limitation Act 1980, there is generally a statutory limitation period of 6 years in which civil claims may be instituted. In the case of children, this time period does not start to run until age 18. The suggested retention periods are in accordance with this limitation period	until the 25th anniversary of the child's birth, or if the child dies before age 18, for 6 years from the date of death
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What authority does the Council have to collect and use this information

The General Data Protection Regulation requires us to have a legal basis for collecting and using your personal data. The relevant legal bases are Article 6 (1)(e) and Article 9 (2)(b). This means that we have a legal obligation under the Children Act 1989 to carry out duties and exchange information about you with other people and agencies.

We collect and use your personal information to comply with our legal obligations under The Fostering Services (England) Regulations 2011, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment), for the provision of social care, or the management of social care systems or services, for social security or social protection law, and for the establishment, exercise or defence of legal claims whenever Courts are acting in their judicial capacity.

Who we share your personal information with

- Wakefield Council teams including Finance and children's services
- Council legal representative and courts as part of childcare proceedings. (where applicable)
- Ofsted (in the event of a local authority inspection of children's services)
- other local authorities

- Fostering agencies - Regulation 26(1A) gives the fostering service undertaking the current assessment the power to request access to records about the applicant held by the fostering service or adoption agency which granted the approval (provided that the applicant consents)

We will share personal information with law enforcement or other authorities if required by applicable law.

Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.