

## Adoption East Midlands, Regional Adoption Agency (RAA) Privacy Notice for Children

17-04-2019

### Who are we?

The adoption services for Derby City Council, Derbyshire County Council, Nottingham City Council and Nottinghamshire County Council have joined together to form a Regional Adoption Agency (RAA). This Regional Adoption Agency is part of a larger partnership for adoption services across the East Midlands called **Adoption East Midlands**.

This privacy notice explains how the **Adoption East Midlands RAA** might use your personal data for different reasons, including being able to provide the best adoption service possible. This might include searching for people who want to adopt, matching them with children who are looking for families to look after them, and providing help and support.

There are special laws, or rules, which **Adoption East Midlands RAA** has to follow when we use your personal information. These laws include the General Data Protection Regulations (the GDPR) and the Data Protection Act 2018.

Nottinghamshire County Council (NCC) collects, holds and looks after adoption information for Adoption East Midlands (RAA). This role is referred to as the Lead Authority. Because NCC collects adoption information about people it is also referred to as a Data Controller under the Data Protection Act 2018.

If you would like to find out more information about how NCC or Adoption East Midlands (RAA) uses your information you should contact the Data Protection Officer by telephone (0115 8043800) or writing to:

Data Protection Officer Nottinghamshire County  
Council County Hall  
West Bridgford Nottingham  
NG2 7QP

or email: [DPO@nottscc.gov.uk](mailto:DPO@nottscc.gov.uk)

You can also find details of Adoption East Midlands (RAA) partners Privacy Notices on the links below:

[Derby City Council](#)

[Derbyshire County Council](#)

[Nottingham City Council](#)



## **What information do we keep about you and why?**



Without information about you and others we would not be able to provide the service. We use your data to make sure that you are adopted by the family we think is the best fit for you. To help us do this we collect different information about you, such as your name, date of birth, national insurance number and address, so we make sure we don't mix you up with anyone else. The Data Protection Act calls this type of information personal data.

We also collect information about your gender, ethnicity, religious beliefs and disabilities, so we can make sure we are introducing you to the best family possible. Another type of data we will need to use is medical information, such as your Doctors' name, NHS number, physical and mental health details and whether your health and dental appointments are up to date. This is to make sure we know you are well and we are looking after your health and wellbeing. These types of information are considered very sensitive and we need to ensure we take particular care when collecting and using them. The Data Protection Act calls them special categories of personal data.

We also need to keep track of important dates and numbers, such as information about times we've looked after you before, and any court dates and decisions made about your wellbeing. If you've ever been in trouble with the Police we will need to know about that too.

## **What will happen if you do not provide or we cannot obtain the information needed?**

- We could not provide the adoption services.

## **Following the law**

There are laws, or rules, that we have to follow when collecting or using your information. We follow all of these rules and will only use your data to help find the right adoptive family for you.



## **Who may we share your data with?**

To ensure that the RAA provides you with an efficient and effective service we will sometimes need to share your information with other people and organisations that support the delivery of the adoption service.

- For example, personnel from other local authorities and adoption agencies that help organize adoptions.
- We also need to carry out checks on those who wish to adopt, such as criminal convictions, criminal

offences or related security measures, to ensure they are suitable to look after children. For example, carrying out [Disclosure and Barring Service](#) checks. We are required to do this to comply with [The Adoption Agencies Regulations 2005 section 23.\(1\)\(a\)](#)

- We are also required to provide details to UK Government departments, as part of the adoption process.
- Sometimes we need to share information we have about you with various people or authorities, who will want to know that we are doing everything correctly and quickly, and that we are looking after you as well as possible. They may need to look at your personal information to check that we have done everything properly.
- We may also share your information with legal professionals. These are the people who make sure we follow all the adoption laws, or rules.

Below is a list of all the people and organisations we may share your information with.

#### **People and organisations we may share your information with**

- Adoption Medical Adviser (commissioned from NHS Trust)
- Lincolnshire County Council, Leicestershire County Council, Leicester City Council, Rutland County Council
- Local Authorities and Local Education Authorities.
- Faith in Families, CORAM
- Adoption agencies (including Voluntary Adoption Agencies)
- Department for Education.
- Ofsted.
- Health Agencies and GPs.
- Any person undertaking a Statutory Inquiry under section 81 of the Children Act 1989.
- CAFCASS Officers.
- The Court and officers of the Court.
- The Disclosure and Barring Service
- Any person appointed to deal with a complaint or representation in respect of which access to the Adoption Case Record is required in order to carry out the responsibilities of his or her appointment.
- An Independent Review Panel convened to consider a Qualifying Determination of an adoption agency, e.g. where an adoptive applicant has exercised his or her right to challenge a decision of the adoption agency as to their suitability to adopt or where a decision has been made in relation to the disclosure of protected information.
- Any person undertaking a Serious Case Review in relation to a child
- The Secretary of State or persons authorised on his/her behalf, an Ombudsman or regulatory authority.
- RAA and relevant social care employees including Adoption Panel members and social workers.
- Contractor/service provider to support adults who have been adopted or have family who have been adopted.

#### **Does the service make decisions using fully automated processes?**

No. All the decisions we make for you, based on the information we have about you, is made by people and not by computers.

#### **What rights do you have over this use of your data?**

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process

- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. To find out more about these rights and the exemptions please read the [Nottinghamshire County Council's Privacy Statement](#) part 10 for further details.

### **Contact details of the Information Commissioner's Office:**

If you are unhappy with how we have used your information, or you feel your data protection rights have been breached you have the right to complain to the Information Commissioner's Office at:

Wycliffe House Water Ln Wilmslow

SK9 5AF

or via [www.ico.org.uk](http://www.ico.org.uk)

## **Visitors to our website**

### **What information do we collect when you visit our website?**

The computers which host our website maintain site logs which include the IP details of all machines accessing our pages. We only use such logs to determine website usage and not as a means of identifying or obtaining information about specific users. Any IP information is treated as strictly confidential and is not published or divulged to any third party.

- [information about cookies on our website](#)

### **Registering for online services**

How do we use your personal information when you register for an online service?

We collect personal data that you provide to us when you register for an online account.

We collect personal data when you apply to access some of our services online.

By registering with us online (either in relation to your account or a specific service) you consent that Nottinghamshire County Council may process the personal data that we collect from you in accordance with this privacy notice.

In general we will hold your personal data for the purposes of maintaining and operating your account or registration and will use your personal information:

- for the purpose you provided the information for
- to verify your entitlement to access the services you have requested, e.g. verification of your residence in the county. (We may do this by checking with a third party)
- where you give specific consent to allow us to be able to communicate and provide information about services appropriate to your needs.

We will retain your information for the period necessary to fulfill the relevant purpose for which it is held and we will also retain any external verification so long as it remains accurate based on the

information you provide to us. This will allow us to reuse that information when you register for additional services.

### **Photographic images**

How will we use photographs that identify people?

Images of individuals are treated as personal data. Images of crowds in a public area are not. When taking photographs intended for publication on our website or elsewhere, it is our policy to seek the written permission of any individuals who are photographed.

We will respond promptly to any request to remove photographic images and/or personal data from the website where the person making such a request has a right to do so in accordance with their data protection rights.

### **Links to other websites**

How will other websites use your personal data?

This privacy statement does not cover the links within this site linking to other websites. Please read the privacy statements on other websites you visit.