

Privacy Notice for Adoption Now

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2021
V2.0**



Adoption Now service

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This notice provides additional privacy information for:

- People accessing the Adoption Now Service
- Partners working with Bolton Council

It describes how we collect, use and share personal information about you

- In relation to the Adoption Now Service
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used.

Purposes

We collect and use your personal information to comply with our legal obligations in the Adoption Agencies Regulations 2005, and to carry out tasks in the public interest, and with consent where we need it.

If we need to collect special category (sensitive) personal information, we rely on reasons of substantial public interest (equality of opportunity or treatment), for the provision of social care, 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.

Categories of personal data

In order to carry out these purposes we collect and obtain:

- Personal information (such as name, address, contact details, date of birth, gender and 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 adopt children

Legal basis for processing

The legal basis for processing your personal information is:

- Based upon the obligations we have under the Adoption Agencies Regulations 2005
- In addition we will also seek consent where necessary

The General Data Protection Regulation also stipulates that we are able to process "Special" categories of data where it is substantially in the public interest.

If you fail to provide certain information when requested, we may not be able to perform our services or we may be prevented from complying with our legal obligations.

Information sharing/recipients

We may share (and receive) personal information about you with the following types of organisations:

List organisations and reason for sharing:

- Adoptive parents and potential adoptive parents
- The judiciary and legal representatives
- Ofsted (in the event of a local authority inspection of children's services)
- Other local authorities
- Adoption agencies
- The adoption support fund when applying for funding for specific services
- Link Maker and Adoption Match (national agencies for matching)
- Law enforcement agencies as and when required
- Other adoption agencies previously involved
- Past and/or present employer
- Social Media
- References (personal and employment)
- Previous partners
- Health partners, e.g. GP's, Hospital Trusts
- Schools

We use your personal information to:

- process adoptive parent applications
- assess suitability to become an adoptive parent
- match approved adoptive parents with children for adoption, to ensure the most successful outcomes for children who have been in care
- provide ongoing support and advice to adoptive parents
- Access the adoption support fund
- prevent or detect crime or fraud
- assess and evaluate our services
- inform future service planning and the commissioning of services

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

You have certain rights in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at www.ico.org.uk

If you wish to exercise your rights or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details