

Privacy Notice for Adoption Now

**June 2018
V1.0**



Adoption Now Privacy Notice

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

The adoption service approves adopters, and provides them with ongoing support and guidance to ensure they are good adoptive parents. The service ensures that children are matched with the most appropriate adoptive parents to ensure positive outcomes for children and young people that have been in care. We also support adopters and provide assessments of need and therapeutic support as required.

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.

Purpose(s)

We collect your personal information for the following purpose(s):

- 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

Categories of personal data

In the course of approving, matching and supporting adoptive parents we collect the following personal information when you provide it to us:

- Name
- Address
- Contact details (email address and phone number)
- Date of birth
- First language
- Ethnicity – special category data
- Mental or physical disabilities – special category data
- Religion – special category data
- Medical information – special category data
- family network and relationship information
- employment information
- financial information
- information relating to assessments and approvals for suitability to adopt children
- the local authority in whose area you live
- other adoption agencies previously involved
- Work history
- Social Media
- References (personal and employment)
- Previous partners
- Education history

Legal basis for processing

The legal basis for processing your personal information is:

- Performing or exercising obligations under law e.g. Adoption Agencies Regulations 2005
- in the public interest or in the exercise of official authority
- processing is necessary for reasons of substantial public interest 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.

Information sharing/recipients

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

- 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 an 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 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 may exercise the rights listed below 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 <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team.

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