

Privacy Notice for Fostering

**June 2018
V1.0**



Fostering

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:

- Approved Foster carers
- Members of the public who are making enquiries as prospective foster carer applicants
- Foster carer applicants

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

- In relation to Fostering
- the types of personal information we need to process, including information the law describes as 'special' category 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 may be done so in a variety of ways but will not include automated decisions

Purpose(s)

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

- To assess potential foster carers and their suitability
- For the ongoing assessment of foster carers
- To assist foster carers with using the service
- To measure the effectiveness of the service
- To match foster carers with children who require foster placements
- To monitor the progress and stability of placements, to safeguard and support children
- To provide ongoing support, advice and training to foster carers
- To assess and evaluate our services
- To inform future service planning and the commissioning of services
- To ensure that foster carers receive the correct payments

Categories of personal data

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

- Basic details about you such as name, address, telephone number, email address and date of birth.
- Family members details
- Ethnicity – special category data
- Religion – special category data
- Employment – special category data
- Information as defined in the [Foster Services\(England\) Regulations 2011](#)
- Physical and mental health – special category data
- Financial information
- Criminal convictions and offences

Legal basis for processing

The legal basis for processing your personal information is:

- performing or exercising obligations as part of a legal requirement including, Children Acts 1989 and 2004, Children’s and Families Act 2014 and the Fostering Services (England) Regulations 2011).
- in the public interest or in the exercise of official authority
- processing is necessary for reasons of substantial public interest

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

Information sharing/recipients

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

- Teams within Bolton Council in order to provide our service to you e.g. children and adult social services
- Other local authorities
- Central Government
- Greater Manchester Police
- Health services in helping establish your suitability to foster a child
- References
- Schools
- Voluntary and Private sector organisations

We may share information with the organisations listed above in order to provide a service to you or where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations

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 in the guide 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 at information.security@bolton.gov.uk

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