



Privacy Notice for foster carer's network

Introduction

This privacy notice is being provided to you because you are part of a foster carer's network. You might be living in the same household as a person who has applied to foster, or be a close family member, or you may have been identified as someone the prospective foster carer feels will be supportive to them in their fostering role. In most cases, you will know all about this and will have met with a social worker from our fostering service.

Because we have information about you, the law requires us to give you this privacy notice. It sets out what sort of information we hold, why we need it, how we hold it, how we use it, with whom we share it and what rights you have in relation to this information.

We are required to have a named data protection officer (DPO). This person is responsible for making sure that our fostering service complies with its legal duties in how we collect, keep and share your personal data.

Our DPO is Karen Gillie and she can be contacted at 42 High Street, Galashiels, Scottish Borders, TD1 1SE. Telephone 01896 751999. Email enquiries@fcconnect.co.uk

Why do we collect your personal data?

When we assess or work with foster carers, the law requires that we keep information about them, and about others in their household or close network. If you have been involved in providing information to us, or if the foster carer has talked with us about you, this will likely be included in the foster carer's case record. The information we hold about you is all in relation to fostering, and we do not hold a case file in your name.

What personal information do we collect?

It is impossible to always separate the personal information of the foster carer or someone applying to be a foster carer from that of their family or wider network. We will have information about your name and may have other contact details. We will likely have information about how fostering might impact on you, and/or how you might contribute to supporting the foster carer. In some cases, you will have agreed to

undertake a criminal record check and the outcome of that will be held on the foster carer's file. The information that we hold will be relevant and proportionate to the role that you are likely to play in fostering.

How we collect your personal data?

The personal information we hold will have been provided by you directly or by the foster carer you are associated with. Other information might come from third parties, such as the outcomes of criminal record checks.

How do we use your personal information?

We keep and use your information to enable us to run a fostering service in line with the requirements that are set out in law.

Who has access to your data?

Employees of our fostering service will have access to your information for the lawful purposes set out above. Additionally, your information may be shared with third parties in certain situations, such as with our secure database provider, with The Care Inspectorate when it inspects our fostering service as required by law, or with local authority commissioning services that are considering whether to place a child with the foster carer you are associated with. In all of these cases, your information will be a very small part of what is shared, and the vast majority of the information will be about the foster carers. We may also make information available to regulatory authorities, governmental organisations, or other third parties in order to comply with the law.

How do we make sure your personal data is kept safe?

We have a range of policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed. We have a system to ensure that your information is accessed only by individuals authorised by us to do so in the performance of their duties.

If there is a data breach, where we "lose" or wrongly share any of your personal information, we will inform you of it, and tell you what action we are taking.

How long do we keep your personal data?

We are required by law to hold data about foster carers, which will include your personal data, for a set minimum period of time. For approved foster carers, the case record must be kept for at least ten years from the date on which they ceased to foster, and where a person has enquired about fostering, but for whatever reason has not gone on to be approved, the case record must be held for three years from the date when it was decided that the enquiry or application would not proceed.

How can you see what personal information is held on record?

You can ask to see what personal information we hold about you. This is sometimes called a Subject Access Request. We will provide this information to you within one month (unless things are very complicated), and there is no cost for this. If you want to see the information we hold about you, please contact the data controller whose details are provided earlier in this notice. You do not have to give any reasons for why you want to see this information.

Comments or concerns

If you have any comments or concerns about how we use your information, we would like to hear from you. Please contact the data controller whose details are provided earlier in this notice.

Alternatively, you may contact the Information Commissioner's Office (www.ico.org.uk) for guidance and advice, or to lodge a complaint:

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545745 (national rate)