

# Privacy Notice – Fostering Service

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are: James Beardall (Acting Head of Service ) Bristol City Council B Bond Warehouse, PO Box 3176, Bristol BS3 9FS.

## What data we need to collect and the legal basis for processing it:

When personal data is held because there is a legal obligation to do so, the individual's consent is not required. Fostering regulations require that certain information about foster carers and applicants to foster must be retained on case records. As a Fostering Service we are required to open a case record for each approved foster carer. It includes all reports prepared for the panel as part of the fostering assessment, recommendations made by the panel, the notice of their approval, the record of the fostering agreement, reports and decisions arising out of their reviews, details and reasons for termination of approval.

We are required to keep a case record of applicants who withdraw and those not approved, including the information obtained during the assessment, the report to panel and its recommendation and the notification and reasons given to applicants who are not approved.

As a Fostering Service we have a duty to set up and keep a "register of foster parents" and to record the name, address, date of birth and sex of each foster carer, the date on which they were approved, any terms or conditions imposed, including any alterations and the date of reviews.

To provide this service, we will process your, and/or your child(ren)'s:

- Name; date of birth; address; phone number; email address; racial and ethnic background; language used; immigration status; and religion
- Information that you provide about your family's needs and circumstances, including health needs and disabilities
- Information about when and where staff have met with you, what the meetings were about, and what happened at and after them
- Information that your carer or other people that know you have given us
- Information provided by other services that may be working with you, for example: health professionals, police, schools and voluntary organisations
- Information that is relevant to an assessment of you and your family as suitable foster carers or adopters.

We are collecting this data because we are required to under the following legislation: the Fostering Services (England) Regulations 2011, the Children Act 1989, the Children and Young Person's Act 2008, the Children and Families Act 2014, the Children and Adoption Act 2006, the Children Act

2004, the Adoption and Children Act 2002, the Children (Leaving Care) Act 2000, and the Children and Social Work Act 2017.

Collecting this data is necessary to carry out our responsibilities to meet the needs of children and our foster carers. Most of the time we will ask for your consent in order to process your data, but there may be times when we will process this data without your consent, for example, if discussing concerns about your children with you in advance may put them at further risk of harm.

## **How long we will keep your data for:**

Personal data should be held only for as long as is necessary. As a Fostering Service we have a duty under to retain the case records and the entries into the Register of Foster Carers for at least 10 years from the date on which a foster carers' approval is terminated. Records made which records the details of applicants who withdraw their application to foster or who are not approved must be retained for at least 3 years.

After the relevant time period, your information will be deleted or archived.

However, we are currently required to retain all data relating to children and families that we have worked with indefinitely, in order to meet the requirements of the Independent Inquiry into Child Sexual Abuse (aka the 'Goddard Inquiry'). When the Inquiry concludes, and we are no longer required to retain all records, our usual data retention rules will be applied.

## **Why we need to collect your data:**

We will use this information in order to assess your, or your children's, needs for advice, help and support, including assessing whether children are in need of protection due to abuse or neglect. Sometimes we may need to only gather a small amount of information in order to meet your family's needs, but in situations where children may have been harmed, where children need to be cared for by the Council, or you are being assessed in relation to your suitability as a foster carer or adoptive parent, we will be gathering much more information about you and your family in order to assess and meet your needs effectively.

## **Who we share your data with and why:**

When we are contacted by you, your family, or a professional who has had contact with your family, the data we gather will be shared with relevant people according to the presenting need. For example, if we are contacted by a GP and they are worried about your family, we may contact your child's school to see if they have any worries about your family too. This helps us build up a picture of what the problem might be and helps us decide what we need to do about it.

For more information about the Government's guidance about how we share and receive information from other organisations, follow this link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf)

In order to ensure that all organisations in Bristol are communicating effectively about the needs of children and families we share basic information about all children that we have provided services for to a local information portal called Connecting Care. Connecting Care can be accessed by other staff involved in your care and your general well-being. Staff will only have access to the information they need in order to help deliver the right service to you.

If you wish to know more about Connecting Care, how it works and what your rights are, you can visit: <https://www.bristolccg.nhs.uk/about-us/how-we-use-your-information/connecting-care/>

## **Where we have received your data from a third party:**

Where data has been received from a third party, such as information from another professional, or family members, we will record this information in the relevant section of the child's or carer's record and identify the source of the information.

## **Your rights as a data subject:**

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer  
Bristol City Council  
ICT Commissioning and Information Governance  
P O Box 3176  
BRISTOL  
BS3 9FS  
[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)

Other questions about the data being processed may also be sent to the above address.

## **Fraud Prevention and Detection:**

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit [www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection](http://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection).