

Privacy Notice (How we use your information)

Kirklees Fostering Service

The Fostering Service approves, supports and pays foster carers and connected carers. It provides them with ongoing support, guidance and training to ensure they are effective foster cares. The service also works with foster carers and a range of fostering agencies to ensure that children are placed with the most appropriate family.

The Fostering Service has a fostering panel who consider issues relating to a person's suitability to be approved as a foster carer, approving the match between a child and foster carer and approving matches between a child and connected carers.

The categories of information that we collect, process, hold and share include:

- Personal information relating to yourself, members of your household (18 years old+) and potentially extended family members (such as name, date of birth, address and contact details).
- Characteristics (such as gender, ethnicity, religious beliefs, disability, sexual orientation).
- Assessment information (such as medical information, DBS checks, social care information, personal, employment and education references).
- Financial details.
- Family set up and routines, lifestyle and social circumstances, extended family members and support.
- Proof of citizenship/residency.

Most of this information is collected directly from yourself however some information may also be obtained from other sources such as, but not limited to, the DBS, past and present employers, personal referees, social care records.

Why we collect and hold this information:

- Recruitment of prospective foster carers and connected carers, assessing prospective foster carers, and connected carers, supported board and lodgings and private fostering households.
- Support and training for all carers.
- Contact prospective and existing foster carers and connected carers to share information or correspond with them about fostering service business delivery matters by e-mail, phone, SMS (texts).
- Fulfil our statutory requirements in assessing and approving foster carers.
- Process your foster carer application.
- Conduct statutory background checks.
- Conduct health assessments.
- Assess your suitability to become a foster carer.
- Pay you as a foster carer.
- Provide you with ongoing supervision, support, guidance and training.
- Keep you up to date and communicate business service delivery matters to you.
- Monitor the progress and stability of placements to safeguard and support children.

- To provide suitable, safe, and stable foster placements. Evaluate quality and performance to improve the service.
- Enable us to carry out specific functions for which we are responsible.
- Assess and audit the quality of our services.
- Evaluate and improve our performance.
- Derive statistics which inform decisions about future delivery of services.

The lawful basis on which we use this information:

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(1)(c) We have a legal obligation.

6(1)(e) We need it to perform a public task.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Children Act 1989.
- Children Act 1989 Guidance and Regulations, Volume 2: Care Planning Placement and Case Review, June 2015.
- Children Act 1989 Guidance and Regulations, Volume 4, Fostering Services, 2011.
- The Fostering Services (England) Regulations 2011.
- Care Planning, Placement and Case Review (England) Regulations 2010.
- Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013.
- Care Planning and Fostering (Miscellaneous Amendments) (England) Regulations 2015.
- Assessment and Approval of Foster Carers: Amendments to the Children act 1989 Guidance and Regulations, Volume 4: Fostering Services, July 2013.
- Family and Friends Care: Statutory Guidance for Local Authorities 2011.
- National Minimum Standards (NMS) for Fostering Services 2011.

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

9(2)(g) Reasons of substantial public interest (with a basis in law). (Including statutory and government purposes, and the safeguarding of children and individuals at risk)

We collect and process 'criminal conviction' information under Article 10. The processing of this information is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, social security or social protection in accordance with Part 1 of Schedule 1 of the DPA 2018.

How we store your personal information

Your information is safely stored on [Kirklees Council's secure network drives](#).

The length of time we store your personal information will vary depending upon how far your enquiry/application progressed and is in the most part determined by legislation (Fostering Service Regulations 2011).

- Prospective Foster Carers who make an enquiry but does not apply to start the formal approval process: review **3 years** from closure of enquiry, retain **10 years** from last contact.
- Prospective Foster Carers who are approved at panel but not are not placed with a child or are not approved at panel: retain **10 years** from date of approval.
- Prospective Foster Carers who applied to become approved carers, but do not reach panel: retain **10 years** from date of application.
- Approved Foster Carer case files: **75 Years**

Who we may share your information with:

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To safeguard vulnerable children and young people.
- To manage local authority performance.
- To administer and allocate funding.
- To identify and encourage good practice.

We may share this information with:

- Other services within Kirklees Council.
- National government department e.g., Department for Education; Ofsted.
- Third sector/Voluntary Agencies.
- Independent Fostering Agencies.
- Other local authorities.
- Other partners on the fostering panel which can include external independent panel members.
- Judicial agencies e.g., Courts, Prison/Probation services, other partners such as police, health agencies, housing providers.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights:

Under data protection law, you have several rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).



You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: Fostering@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing **01484 221000**.