



**PRIVACY NOTICE - FAMILY PLACEMENT SERVICE, STATES OF GUERNSEY
HEALTH AND SOCIAL CARE (HSC)**

This privacy notice is for foster carers, connected persons (kinship) carers, short break carers, prospective adopters and applicants to those services. Please note the term carer is used throughout to represent the persons specified above.

Date of this version	07.05.2020
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INTRODUCTION

We take our legal duty to safeguard your personal data and privacy very seriously. This privacy notice sets out the information we hold on carers and applicants, why we need it, how we hold it, how we use it, who we share it with and what rights you have in relation to this information.

HSC is a data controller and is responsible for making sure that our services comply with its legal obligations about collecting, keeping and sharing your personal data.

WHY DO WE COLLECT YOUR PERSONAL DATA?

We collect and use personal data in relation to the recruitment, training, assessment and approval of those persons wishing to become carers, the support and supervision of those persons, their training and development and for placement finding and matching for children requiring placement. We will collect and use your personal data in relation to your position as a carer or applicant because before we are allowed to approve you as a carer we must assess you to consider whether you are suitable to care for children and young people. This involves us collecting and recording relevant personal information about you, your family and persons in your household. Best practice requires us to keep this information for a specified number of years, whether or not you end up being approved.

If you are approved as a carer, we have a duty to supervise and support you to look after children, and to keep records of how we are doing that. We also have a responsibility to review your approval at least annually, and the information we have gathered and recorded is also used for that purpose.

WHAT PERSONAL INFORMATION DO WE COLLECT?

In the course of approving and supervising carers the personal information we collect from you and record includes information such as your name, address and contact details, date of birth, gender and nationality. We also collect special category data such as your racial or ethnic origin, political opinion, data concerning your sexual orientation, health data, disability, religion or philosophical beliefs and criminal data.

We will also collect information about your childhood, family and other relationships including your current relationships and previous relationships, education experience, employment history, and finances. We will collect information relating to assessments and approvals for your suitability to care for children. Your social worker will explain the assessment process to you and show you the form we use to record these details.

You will be asked to sign written consent to us accessing the necessary information to enable us to carry out a thorough assessment as required by best practice and associated guidance. This list will never be exhaustive as it is informed by the assessment that we are carrying out which is different for each applicant and their household but it will include taking up police, medical and a number of other checks, personal and other references and we will obtain and receive information from a number of sources in order to establish your suitability to care for a child. . We are required to hold this information in your case record.

If you are approved as a carer, we will need details of your bank account, and will continue to collect personal information including records about the children placed with you and how you care for them, training that you undertake, any changes in your health or circumstances, and any complaints or allegations about you. You will have regular supervision meetings and annual reviews, and all this information will form part of your case record.

In assessing you to be a carer, and in working with you when you are a carer, it is necessary for us to have personal information about others in your family and/or living in your household. Most of this information will have been provided by you as part of your assessment or in supervision after you are approved, or by them directly, or very occasionally by others. This personal information will be contained within your records, and we will not have a separate case record for your family members or household members. We ask that you inform your family and household members about this, according to their age and understanding, and tell them that they can read this privacy notice if they want to.

HOW DO WE COLLECT YOUR PERSONAL DATA?

Much of the personal information we hold will have been provided by you directly on your application form, or in conversations with your assessing social worker, or the supervising social worker allocated to you after approval.

Other information will come from third parties during the assessment such as criminal records checks, or from personal referees or employers, but only where you have given consent for us to approach them.

For approved carers, additional information may come from a variety of other sources, for example from children you are looking after, their parents or family, and from professionals working with the children.

HOW DO WE USE YOUR PERSONAL DATA?

We keep and use your information to enable us to run a service in line with best practice guidance and the requirements that are set out in HSC policies and procedures. This will include assessing your suitability to be a carer, presenting a report about this to our panel, matching you where appropriate with children who need to be cared for, supporting and supervising your activity as a carer, and formally reviewing at least annually your continued suitability to care for children

WHO HAS ACCESS TO YOUR DATA?

Employees of HSC Children and Family Community Services will have access to your information for the legitimate purposes set out above. Additionally we may share your information with third parties in certain situations:

- To undertake checks and references as part of the assessment, and only where you have explicitly consented to this
- With members of our panel at the time of your approval and at subsequent reviews
- With local authority commissioning services who are considering whether you might be suitable to adopt a specific child they are seeking to place
- With an agency commissioned to inspect the service
- With the States of Jersey panel if you ask for a review of any decision by the service about your suitability or continued suitability.
- Where directed by the Court in any proceedings
- With the Fostering Network in order for us to be able to purchase membership for foster carers.
- To protect public funds which include allowances paid to carers where we will be required to share information with authorised bodies for the prevention and detection of fraud
- With the Police in certain circumstances such as safeguarding inquiries or criminal investigations

HOW DO WE MAKE SURE YOUR PERSONAL DATA IS KEPT SAFE?

Your personal data that is held electronically will be stored securely on our computer databases. Access to these databases will be restricted to those legitimate persons who are entitled to view and process your data in the performance of their duties. We use appropriate encryption to share information. If your personal data is held on paper files we will ensure this is kept securely within our offices. Archived files are stored within archives according to the archiving procedure.

Staff are trained in data protection duties, and are required to comply with our data protection law.

If there is a data breach, we will inform you of that, and tell you what action we are taking.

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

The law is very clear that personal data should not be kept longer than is necessary, but in relation to carers we are required to hold data for a set minimum period of time

For approved foster carers, connected persons (kinship) carers and short break carers the case record must be kept for at least 35 years from the date on which you ceased to be registered as a carer. There may be circumstances in which we decide the case record should be maintained for more than 35 years. We will tell you if we do so.

Where a person has enquired about fostering, connected persons, short break care or adoption, but for whatever reason has not made an application, the case record will be held for three years from the date when it was decided that the inquiry would not proceed. Where a person has applied to become a carer but the application has not proceeded to approval we will keep the record for 10 years from the date when it was decided the application would not proceed.

For approved adopters the case record must be kept for at least 100 years from the date on which you adopted

HOW CAN YOU SEE WHAT PERSONAL INFORMATION IS HELD ON YOUR 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 then please contact the data protection office whose details are provided at the end of 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 concerns or comments about how we use your information, we would like to hear from you. Please contact the data protection officer for Children and Family Community Services whose details are provided below.

Data Protection and Information Management Officer for Children and Family
Community Services
Health and Social Care
Le Vauquiedor Office
Rue Mignot
St Andrews

GY6 8TW

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