

Privacy Notice for Potential Adopters making an Initial Enquiries

Under Data Protection Law we need to tell you what the information you give me will be used for, how it will be stored and for how long. We also need to tell you about others who we may need to share your information with and the reasons for this.

The information you give us will help us to give you accurate information and advice about the adoption process and will help you and us to decide if adoption is right for you and if we can offer you a service.

The information you give us will be retained confidentially in paper form and electronically for three years if you or us decide that adoption is not right for you.

The reasons for this are:

- To record that we have given you the proper information and advice you need.
- We are legally required to retain information and share it with Ofsted when we are Inspected at least every three years.
- The Government requires us to give them statistics about the amount and type of service we provide.
- We have contracts with some Local Authorities and need to share with them the service we have provided to residents in their area.
- You may come back to us in the future for more information or advice or approach another Agency about adoption and it will be helpful for them to know about your contact with us.
- If we cannot offer you a service, if you agree, we can pass on your details to a more appropriate Agency.
- You may wish to make a complaint about the service you have been given. The information you give us will enable us to follow the Agency's Complaints Procedure.

*** We will not share information about you for marketing or commercial purposes or for other Organisations to make unwarranted contact with you eg "Cold Calling".*

We however need to make you aware that if you us any information which indicates that you may have acted illegally or could place a child at risk of significant harm we are legally required to contact the relevant Authorities including the Police.