

## **GENERAL DATA PROTECTION REGULATION POLICY**

Yorkshire Adoption Agency is committed to ensuring it meets the requirements of the General Data Protection Regulations. The organisation will therefore collect, with consent information about Service Users, Employees, Volunteers and specialist Advisers.

This information will be

- Collected as is legally permitted
- Processed and shared with only persons inside the Agency and external organisations only where this is necessary for Yorkshire Adoption Agency to fulfil its function as a Voluntary Adoption Agency.
- Retained only for as long as the Agency is legally required/permitted to do so.
- Rectified where the Agency becomes aware that any information it possesses is inaccurate
- Rectified if the Agency provides information to persons within the organisation or external bodies which is inaccurate.

Yorkshire Adoption Agency is committed to ensuring it is transparent about the information it holds in respect of an individual and how this will be used and retained. Access to information requests from persons about whom the Agency holds personal data will be responded to within One Month. No charge will be made for processing an access to information request. The Agency Director is the responsible person for responding to access to information requests. If the request is refused a reason will be given for this and the person making the request has the right to complain to the Information Commissioners Office and to take legal action.

Where the Agency becomes aware through its internal procedures of a personal Data Breach it will notify the information Commissioners Office when this is likely to result in a risk to the rights and freedoms of the individual. These risks include discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

In these circumstances the Agency will directly notify the person who may be affected by the breach of Personal Data.

As a Voluntary Adoption Agency Yorkshire Adoption Agency is legally required to comply with the requirements of:-

- Ofsted Registration and reporting procedures
- All Adoption Regulations and associated Access to Information Regulations
- National Adoption Minimum Standards
- Working together to Safeguard children

Yorkshire Adoption Agency will therefore need to provide information in legal compliance of Regulations which in some circumstances may supersede the General Data Protection Regulation.

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