

Privacy Notice for Adopters requesting Adoption Support

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

The information you give me today will help us to provide you with accurate information and advice about sources of adoption support. It will help you and us to decide if the Agency can give you and your child the support you need or whether it will be better provided by another Agency.

The information you give will be held by the Agency in paper form and electronically on your adoption file for 100 years after an Adoption Order has been granted in accordance with current Adoption Agencies Regulations.

The reasons we record information from you :

Is to ensure we have given you the proper 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.

To refer you and your child if necessary to the relevant Local Authority who will need to complete an assessment for adoption support.

You may come back to us in the future for further support and it will be useful for us to know how we have helped you in the past.

You or your child may wish to access your adoption records in the future.

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.

If your child is under the age of 16 it is particularly important to record your consent on behalf of him/her that you agree for us to hold, process and retain information about him/her. This includes sharing information with third parties ie other Agencies to access Adoption Support.

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

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