

**Adoption East Midlands, Regional Adoption Agency (RAA)
Privacy Notice for Adults**

17/04/2019

Introduction

The adoption services for Derby City Council, Derbyshire County Council, Nottingham City Council and Nottinghamshire County Council (D2N2) have joined together to form a Regional Adoption Agency (RAA).

This Regional Adoption Agency is part of a larger partnership for adoption services across the East Midlands called **Adoption East Midlands**.

Adoption East Midlands (RAA) will ensure that it will process your personal data in accordance with your rights under Data Protection Legislation, including the General Data Protection Regulations (the GDPR) and the Data Protection Act 2018.

This privacy notice explains how Adoption East Midlands (RAA) uses personal data for the purposes of providing core adoption functions, namely, adoption recruitment, family finding and matching activity for priority children who need to be adopted, and adoption support.

Nottinghamshire County Council is the host and lead authority and data controller for records processed by Adoption East Midlands (RAA).

You can contact the Council's Data Protection Officer by telephone (0115 8043800) or writing to:

Data Protection Officer Nottinghamshire County
Council County Hall
West Bridgford Nottingham
NG2 7QP

or email: DPO@nottscc.gov.uk

You can also find details of Adoption East Midlands (RAA) partners Privacy Notices on the links below:

[Derby City Council](#)

[Derbyshire County Council](#)

[Nottingham City Council](#)

What personal data do we use?

- **Personal data:** Religion or philosophical beliefs, education, race or ethnic origin, sex life or sexual orientation, relationship history, family network, support network, criminal history (if applicable)
- **Address data:** Current postal address and post code, previous address (within last 10 years, with dates)
- Information from the Local Authority from where you live and previously lived
- **Financial data:** National Insurance Number, financial information, employment
- **Medical data:** Name of GP, NHS number.
- **General data:** Image (i.e. photo/video of person) Local Authority case reference numbers)

What types of special category personal data do we need from you?

- Racial or ethnic origin
- Social care support outcomes
- Physical and mental health details
- Data concerning sex life or sexual orientation
- Religious, philosophical or other beliefs of a similar nature

We also process data about criminal convictions, criminal offences or related security measures. For example, carrying out [Disclosure and Barring Service](#) checks. We are required to do this to comply with [The Adoption Agencies Regulations 2005 section 23.\(1\)\(a\)](#)

Why do we use your data?

- In order to deliver adoption services
- For service planning, training and improvement
- To assess your suitability as an adoptive parent
- For research purposes

What legal reasons allow us to use your data in this way?

- It is necessary for the RAA to perform its public task.
- It is necessary for the RAA to comply with a legal obligation.
- Consent in limited circumstances where it is needed.

What will happen if you do not provide or we cannot obtain the data needed?

- We could not provide the adoption services.

Who may we share your data with?

To ensure that the RAA provides you with an efficient and effective service we will sometimes need to share your information with other parties that support the delivery of the adoption service. For example, personnel from other local authorities and adoption agencies that help organize adoptions. We are also required to carry out statutory checks on those wishing to adopt, for which we pass the details of potential adopters to the Disclosure and Barring Service. We are also required to provide details to UK Government departments, as part of the adoption process.

- Adoption Medical Adviser (commissioned from NHS Trust)

- Lincolnshire County Council, Leicestershire County Council, Leicester City Council, Rutland County Council
- Local Authorities and Local Education Authorities.
- Faith in Families, CORAM
- Adoption agencies (including Voluntary Adoption Agencies)
- Department for Education.
- Ofsted.
- Health Agencies and GPs.
- Any person undertaking a Statutory Inquiry under section 81 of the Children Act 1989.
- CAFCASS Officers.
- The Court and officers of the Court.
- The Disclosure and Barring Service
- Any person appointed to deal with a complaint or representation in respect of which access to the Adoption Case Record is required in order to carry out the responsibilities of his or her appointment.
- An Independent Review Panel convened to consider a Qualifying Determination of an adoption agency, e.g. where an adoptive applicant has exercised his or her right to challenge a decision of the adoption agency as to their suitability to adopt or where a decision has been made in relation to the disclosure of protected information.
- Any person undertaking a Serious Case Review in relation to a child
- The Secretary of State or persons authorised on his/her behalf, an Ombudsman or regulatory authority.
- RAA and relevant social care employees including Adoption Panel members and social workers.
- Contractor/service provider to support adults who have been adopted, or have family who have been adopted.

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to [Nottinghamshire County Council's Privacy Statement](#) part 10 for further details.

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached you have the right to complain to the Information Commissioner's Office at

Wycliffe House Water Ln
Wilmslow
SK9 5AF

or via www.ico.org.uk

How long is your data kept for?

This information is held in accordance with [Nottinghamshire County Council's retention schedule](#).

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to [Nottinghamshire County Council's Privacy Statement](#) for further details.

Visitors to our website

What information do we collect when you visit our website?

The computers which host our website maintain site logs which include the IP details of all machines accessing our pages. We only use such logs to determine website usage and not as a means of identifying or obtaining information about specific users. Any IP information is treated as strictly confidential and is not published or divulged to any third party.

- [information about cookies on our website](#)

Registering for online services

How do we use your personal information when you register for an online service?

We collect personal data that you provide to us when you register for an online account.

We collect personal data when you apply to access some of our services online.

By registering with us online (either in relation to your account or a specific service) you consent that Nottinghamshire County Council may process the personal data that we collect from you in accordance with this privacy notice.

In general we will hold your personal data for the purposes of maintaining and operating your account or registration and will use your personal information:

- for the purpose you provided the information for
- to verify your entitlement to access the services you have requested, eg verification of your residence in the county. (We may do this by checking with a third party)
- where you give specific consent to allow us to be able to communicate and provide information about services appropriate to your needs.

We will retain your information for the period necessary to fulfill the relevant purpose for which it is held and we will also retain any external verification so long as it remains accurate based on the information you provide to us. This will allow us to reuse that information when you register for additional services.

Photographic images

How will we use photographs that identify people?

Images of individuals are treated as personal data. Images of crowds in a public area are not. When taking photographs intended for publication on our website or elsewhere, it is our policy to seek the written permission of any individuals who are photographed.

We will respond promptly to any request to remove photographic images and/or personal data from the website where the person making such a request has a right to do so in accordance with their data

protection rights.

Links to other websites

How will other websites use your personal data?

This privacy statement does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on other websites you visit.

Does the service make decisions using fully automated processes?

No.