



# **Foster Carer Privacy Notice**

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This Privacy Notice was last updated in May 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information <https://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/Privacy-notices/Privacy-Notices-for-all-services.aspx>.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

## 1. INTRODUCTION

Our core data protection obligations and commitments are set out in [Wigan Borough Council Primary Privacy Notice](#).

This notice provides additional privacy information for **Wigan approved Recruited Foster Carers, Family and Friends Foster Carers, Special Guardians, Staying Put Carers and Supported Lodgings Carers** and for applicants for those roles.

## 2. WHAT PERSONAL INFORMATION DO WE COLLECT

- Full name
- Title
- Address
- Phone number
- Email address
- Date of birth
- Gender
- Marital status, civil partnership details
- Ethnicity, culture and religion
- Disability
- Sexual orientation
- Political opinions
- Life history including family relationships, past and present, extended family members and names of friends in support networks
- Education and training history
- Employment history
- Bank account details
- Financial information including income and tax/national insurance status information
- Images of foster carers and their home in the form of Welcome Booklets
- Information relating to offences (including alleged offences), criminal proceedings, outcomes and sentences.

- Identification numbers, online identifier and factors specific to a person's physical, physiological, genetic, mental, economic, cultural or social identity. This could include reports from the Police, Court Information, Health information e.g., DNA
- Sensitive safeguarding information such as domestic abuse reports, neglect assessments, child sexual exploitation or medical reports.

### **3. HOW WE USE PERSONAL INFORMATION**

The main purposes for processing personal information are:

- To safeguard and improve the wellbeing of children, young people and families in relation to physical health, mental health, emotional wellbeing, protection from harm/neglect, education, training and recreation, the contribution made by them to society, social and economic wellbeing.
- To inform assessments about suitability to foster (including Staying Put post 18), be a Special Guardian or be approved as a Supported Lodgings Provider.
- To inform our fostering recruitment strategy so we can increase the number of foster carers approved by the Council to care for our children.
- To produce statistics which inform decisions we make, for example regarding the funding of services, to assess their performance and to set targets for them. These statistics are used in different ways, meaning that individual children and foster carers may or may not be identified in the process. The use of personal data in research and statistics is part of the local authority's legal duty and ensures that funding and other resources are placed where children, young people and their families need them most. This includes sharing for local and national research purposes which if published are anonymised.
- We hold information about foster carers approved by Wigan Council and information that is provided to us by other fostering agencies who have approved foster carers living in our area.
- We also use personal data to:
  - support our planning for service development
  - for purposes of safeguarding
  - assess the quality of our services
  - monitor the support carers are providing to former foster children under Staying Put when they become adults

### **4. LEGAL BASIS FOR PROCESSING**

The legal bases we rely on for processing personal information are:

- It is necessary in order to perform a public task in the public interest/official functions
- It is necessary to fulfil a legal obligation
- It is necessary to protect the vital interests of the data subject or in the substantial public interest (for special category data)

- Consent to access and share information about fostering, further fostering opportunities and to access further training.



Examples of the public tasks and functions we refer to are contained in the following statutes:

- Children Act 1989
- Adoption and Children Act 2002
- The Fostering Regulations 2011
- National Fostering Minimum Standards 2011
- Care Planning, Placement and Case Review Regulations 2010

## **5. WHO DO WE SHARE PERSONAL INFORMATION WITH**

- Other Council Departments including for example Education, Housing, Planning, Community Safety, Communications team
- Educational establishments including schools and early years settings
- Organisations that provide support i.e. residential homes, supported accommodation, personal assistants
- GP's and Health Services
- The police
- Court
- Health service providers
- Youth justice system
- Any other person or organisation exercising functions or are engaged in activities in relation to children and adults inside or outside the authority's area
- Department for Education
- Department of Health and Social Care
- Third parties who will assist with marketing of foster carer opportunities (only with your consent)

Please note that this is not an exhaustive list.

## **6. HOW LONG DO WE KEEP PERSONAL INFORMATION**

We will not keep personal data for longer than is necessary, subject to any legal obligations to retain the data.

If you are approved as a foster carer, your personal data will be retained for 10 years from the date on which any approval is terminated.

If your application to be a foster carer is not approved, or you withdraw your application, your personal data will be retained for 3 years from the refusal or withdrawal.

## **7. AUTOMATED DECISIONS**

All decisions made about you will involve human intervention.

## 8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk)



## 9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found at [Wigan Borough Council Primary Privacy Notice](#).