

Hampshire County Council Children's Social Care Adopt South – Children and Young People – Privacy Notice

Why do we collect and use your information?

Adopt South is the partnership Regional Adoption Agency for Hampshire, Isle of Wight, Portsmouth and Southampton local authorities. Adopt South use your information for the purposes of supporting you if you have a plan for adoption or as an adopted child.

We collect information about you and we hold this personal data securely and use it to:

- ensure you are safe;
- ensure your voice is heard;
- to make plans with you and/or your family;
- ensure you have access to the support you need;
- ensure you have the right support to meet any adoption related needs;
- gain feedback so we can improve our services for other children;
- arrange contact with your birth family if you wish;
- receive and provide information to your birth family through the Adoption Information Exchange.

What information about you do we hold?

The following personal and special category information may be processed as part of Adopt South's involvement:

- your personal information (such as name, address, date of birth, telephone number, email address) and special category data (such as ethnicity, gender, religion, language);
- information about your family (such as name, address, date of birth, school) and special Category data about your family (such as ethnicity, gender, religion, language);
- information about your health;
- details of any conversations we have with you and your family and letters or emails we have sent to you or received from you.
- documents that are relevant to your care;

Why are we allowed to use your information?

To process your information, Adopt South have to have a legal reason to do so, and this is called a lawful basis. Adopt South make sure they comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA2018) through:

- Article 6(1)(e) - the processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law;



- Article 9(2) (g) – Necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguarding measures;
- Article 9(2)(h)- Necessary for the purposes of the provision of social care or the management of health or social care systems and services on the basis of Union or Member State Law.
- Sch.1, Pt.2, 6 – Substantial public interest conditions, for processing under the DPA2018.

These articles under the UK GDPR and DPA2018 are supported by the following specific legislation:

- The Adoption and Children Act 2002 and associated regulations;
- The Children and Adoption Act 2006 and associated regulations;
- Children and Families Act 2014 and associated regulations;
- Children and Young Persons Act 2008;
- Care Planning, Placement and Care Review (England) Regulations 2010;
- Children Act 1989;
- Children Act 2004;
- Care Standards Act 2000;
- The Local Authority Social Services Act 1970;
- The Equality Act 2010;
- Adoption Agencies Regulations 2005;
- Adoption Support Services Regulations 2005;
- Working Together with Children – statutory guidance (2018).

Under this lawful basis we do not require your consent to process your information, but this notice is in place to inform you how we use your information.

Storing and Securing Data

Adopt South holds your information in Hampshire County Council social care IT systems. This information will be kept in line with Hampshire County Council's retention schedule and then disposed of securely. All your information processed by Hampshire County Council remains in the United Kingdom.

Due to the partnership arrangement for Adopt South, some historical information about you may be held in other local authority systems. This information is stored securely according to each Local Authority's privacy and IT security policies.

Hampshire County Council takes its data security responsibilities seriously and has policies and procedures in place to ensure your information is:

- not accidentally or deliberately released;
- accessed only by those authorised to do so;
- accurate and complete;



- continually accessible and usable with daily backups;
- protected by levels of security.

Hampshire County Council ensures its IT systems are certified to the appropriate standard.

Who do we share information with?

We do not share information with anyone unless there is a lawful basis that allows us to do so. Any information shared will be done so on the basis that it is necessary, relevant and proportional for the task being undertaken.

When supporting you and your family, we may be required to contact a range of professionals and agencies to provide information in order to make support your and your family's requirements. We will only contact those services necessary, relevant and proportional to your individual circumstances, but this could include:

- Local Authority foster carers
- Independent foster carers and providers
- Link Maker
- Other Regional Adoption Agencies
- Voluntary Adoption Agencies
- Health Services
- Early years providers
- Education
- Commissioned services (such as therapeutic interventions)
- Adoption Support Fund
- Department of Education
- Adoption and Special Guardian Leadership Board
- Hampshire Safeguarding Children Partnership
- Independent chairs (in cases of disruption)
- Family Court
- CAFCASS
- The British Transport Police
- The National Probation Service and Community Rehabilitation Companies
- Prisons and Young Offender Institutions
- Directors of Secure Training Centres
- Secure Colleges
- Youth Offending Teams/Services
- Central Government Agencies (such as DWP)
- Other social care services

When supporting you to receive information from your birth family through the Adoption Information Exchange your information may be shared with:



- Children’s social work teams and managers from partner Local Authorities
- Health Services
- Voluntary or charitable organisations
- Hampshire Constabulary/other relevant police forces
- Other Local Authorities
- Other Regional Adoption Agencies
- Voluntary Adoption Agencies
- Mental health services
- Commissioned services (such as therapeutic interventions or participation services)
- Housing

Requesting access to your personal data and your rights

Under data protection legislation, you have the right to request access to information that we hold. Some adoption information is exempt from disclosure under the Adoption and Children Act 2002 (consequential amendments) Order 2005. To make a request for your personal information, or someone you have responsibility for, please contact the Children’s Services Department’s Subject Access Request (SAR) Team for the relevant local authority, contact details on how this can be achieved can be found below:

Hampshire County Council -

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/accessrecords>

Isle of Wight Council -

[file:///C:/Users/cseieegr/Downloads/Access%20to%20Records%20form%202018%20\(1\).pdf](file:///C:/Users/cseieegr/Downloads/Access%20to%20Records%20form%202018%20(1).pdf)

Portsmouth City Council – <https://www.portsmouth.gov.uk/wp-content/uploads/2020/05/Data-subject-access-request-form-1.pdf>

Southampton City Council - <https://www.southampton.gov.uk/council-democracy/council-data/data-protection/subject-access-requests/>

You also have the right to:

- prevent processing for the purpose of direct marketing;
- in certain circumstances, have inaccurate information changed or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, you can raise your concern with us in the first instance or you can go directly to the Information Commissioner’s Office, as the supervisory authority, at <https://ico.org.uk/concerns/>.





Contact Details

If you would like more information about this service, please visit Adopt South's website via:

<https://www.adoptsouth.org.uk/>

For further information on how each Council handles your information, please follow the appropriate links below to the relevant Council's privacy notices:

Hampshire County Council Data Protection - <https://www.hants.gov.uk/aboutthecouncil/privacy>

Southampton City Council Privacy - <https://www.southampton.gov.uk/contact-us/privacy-cookies/privacy-policy/>

Portsmouth City Council Data Protection - <https://www.portsmouth.gov.uk/services/council-and-democracy/transparency/data-protection-privacy-notice/>

Isle of Wight Council Data Protection - <https://www.iow.gov.uk/about-us/legal/privacy-notice/#:~:text=We%20will%20only%20share%20your,provider%20acting%20on%20our%20behalf.>

