

**Information on General Data Protection Regulation (GDPR)
with Aberdeen City Council for Kinship Carers, Foster Carers
and people who are seeking to adopt or who have adopted
children.**



Your Information: Kinship Carers, Foster Carers and Adopters

Why we need your information and what we will do with it

This notice is for Kinship Carers, Foster Carers and people who are seeking to adopt or who have adopted children. Aberdeen City Council collects and holds your personal information to allow its Children's Social Work service to provide you with advice, guidance and support about becoming a carer or adopter and to assess your suitability. We will use it to assess your own need for support, and to help plan and deliver that support and to monitor the support you are giving to the person for whom you care.

We will need to receive information from members of your family, your doctor, or any other relevant person, and we may need your financial information in order to carry out this assessment. As part of the assessment process your information will be shared with the Alternative Family Care Panel and the court. Your information may also be shared with other agencies that the child you are adopting or caring for is involved with.

We work with other agencies in planning and delivering these supports. We also use your information to verify your identity where required, contact you by post, email or telephone, maintain our records, manage any funding of services and your contribution to these and to demonstrate to our own auditors and external regulators that we are providing appropriate services in accordance with the law. All recording will be complete in accordance with the Council Social Care Case Recording Policy and Procedure.

How your information will be shared

Social Care and Child Protection often involve the support of a number of agencies. The main agencies that we work with are Education, Health and the Police. For example, this may mean that we must share information with your nurse, school, or family doctor. This will only ever be limited, relevant information. This sharing of your information is carried out to meet our statutory obligations under legislation, that is there to protect children and young people. There is not often a choice about whether we share information with relevant agencies. Unless there is a really good reason not to, we will explain to you why we are sharing information about you and with whom. Where there are choices about sharing we will clearly explain these to you (or, depending on your age, to your parent or carer), and support you to make an informed choice.

In addition, we may share information with some other agencies depending on your individual circumstances. These may include your housing provider, particularly if aspects of your support relate to housing adaptations or other housing-related issues, the Department of Work and Pensions in terms of benefits you may receive, Police Scotland and the Scottish Fire and Rescue Service. We may share information with any provider of care and support to you or the child you care for. We may share information with the Care Inspectorate if concerns are raised with them about certain services provided to you or your child. We will also share information with other services in the council, or other local authorities, where we are working with them to support and provide services to you. When your case is transferred to another local authority area, we will also share with them relevant information about you.

We may also have to share your information with The Scottish Children's Reporter Administration, the Scottish Courts and Children's Panels and where necessary other Local Authorities. We are also legally obliged to share certain data with regulatory and law enforcement bodies when this is necessary and appropriate. This may include sharing data with Disclosure Scotland, Police Scotland who may be investigating a crime, or the Care Inspectorate who are responsible for regulating our work and helping us improve our services for you.

Your information is also analysed internally to help us improve our services and outcomes for service users. We also work with partners on specific, targeted projects and initiatives to help us improve the social work services we provide, and the outcomes for our service users. This normally involves project partners analysing personal data on our behalf. We control the way that partners use and manage personal data throughout through our agreements and arrangements with them.

Additionally, it may sometimes be the case that during the process of supporting you, you and your Social Worker may decide that it would be beneficial to refer or support you to access another agency or organisation for further help or support. To do this on your behalf will normally mean the Social Worker sharing some information about you with that service or organisation. If this is the case, this type of information sharing will always be discussed between you, (or your parent or carer), and your Social Worker, on a case by case basis, and will normally be done with your agreement.

If your case is transferred to another local authority area, we will share with them relevant information about you to ensure that they can fulfil their statutory responsibilities to support you.

All information sharing will be done in accordance with our corporate policy, procedure and practitioner guidance on information sharing.

How long will we keep it for?

The Council has a records retention and disposal schedule which sets out how long we hold different types of information for, these are set out below.

Please be aware that, for now, where we have information which relates to children who have been in Residential Care or who have been otherwise looked after by Aberdeen City Council (or any of our predecessor bodies) between 1930 until the present, we are currently **not destroying any of our records**. This is because the Scottish Child Abuse Inquiry looking at the abuse of children in care in Scotland may need to use this information as part of their work. This will be the case for the duration of the inquiry and until further notification from the Scottish Child Abuse Inquiry.

Retention of Information for Foster/Kinship Carers & Adopters

Process	Retention Period
Initial inquiry, interview and background prep with no concerns or with concerns, including where an applicant withdraws from the process.	10 years from date of case closure.
All Carer & Adoptive records beyond initial interview.	25 years from date you cease being a carer/adopter.
All Carer & Adoptive records once a child has been placed with them.	100 years from end of Carer placement or the granting of the adoption order.

If you require any further information, please contact us

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