

Stirling Council

Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address:

<https://www.stirling.gov.uk/council-democracy/access-to-information/data-protection/>

Our website contains a Register of Data Processing which lists all the different ways in which the Council uses personal data.

This Privacy Notice provides more information about just one of those processes.

Title of Process	Adoption and Fostering
Why does the Council process personal data?	We gather personal information in order to assess suitability of applicants to be approved by the Agency to be foster carers or prospective adoptive parents and to match applicants with suitable children.
What personal data is used?	<p>The data includes information about service users.</p> <p><u>Personal data processed</u></p> <ul style="list-style-type: none"> • Name • Address • Date of birth • Marital status • Occupation • national identifiers such as NHS number, National Insurance number etc. • information about your family and relationships • details about your lifestyle and social circumstances • financial details • employment and education details <p>Information relating to suitability to either be a foster carer or being matched long term (fostering), as an adopter (adoption), then matched to a named child, or as a special guardian assessed to care for a specific children.</p> <p><u>Special category data processed</u></p>

	<ul style="list-style-type: none"> • Health (physical or mental) • Racial or ethnic origin <p>As well as data relating to criminal proceedings, outcomes and sentences.</p>
What makes it lawful for the Council to process this personal data?	<p>UK GDPR Article 6(1) (e) - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. As set out under the requirements of the Children's (Scotland) Act 1995, the Children and Young Person's (Scotland) Act 2014, Adoption and Children (Scotland) Act 2007, Looked After Children (Scotland) Regulations 2009, Guidance on Looked After Children (Scotland) Regulations 2009, National Standards – Family Placement, The Children (Scotland) Act, 1995.</p> <p>UK GDPR Article 9 (2) (b) – employments, social security or social protection, associated condition of the Data Protection Act 2018, Schedule 1, Part 1, para 1.</p>
Where does the Council obtain personal data from?	<p>We get most of this information from you, but we may also get some of this data from:</p> <ul style="list-style-type: none"> • central Government agencies • other local authorities • health and social care providers • police and probation services • members of the public (referrer) • commissioned partners • family members
Where does the Council keep personal data?	<p>All data is stored electronically in the care management system.</p>
How long does the Council keep personal data?	<p>We will keep your information for 35 years from closure for both successful and unsuccessful applications, as well as child care - not accommodated. Child care accommodated will be held for 100 years from closure for looked after children.</p> <p>For fostering and adoption, we are required to keep your information for a minimum of 100 years after the closure date of adoption.</p>
Who does the Council share personal data with?	<p>Sometimes we may need to share your information, but we will only do so where it is necessary or required by</p>

	<p>law. We will only share the minimum information for each circumstance.</p> <p>We may sometimes need to share some of your information with:</p> <ul style="list-style-type: none"> • health service providers including NHS agencies (GPs, hospitals, ambulance, health visitor, mental health services) • education providers • care providers, e.g. day care, domiciliary, residential • Government agencies (e.g. Department of Health, Department of Work and Pensions) • support groups for people with disabilities • local government • police • substance misuse agencies • advocacy services • employers • fostering and adoption agencies and providers <p>We may also use Data Processors to support these activities, for example by providing the systems we need to or delivering services on our behalf.</p>
<p>Who do I contact about my personal data?</p>	<p>The Council has a Data Protection Officer to make sure it is complying with data protection laws.</p> <p>They can be contacted at: Data Protection Officer, Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA Email: dataprotection@stirling.gov.uk Telephone: 01786 404040</p>