



From mountain to sea

# Aberdeenshire Fostering Service

## Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- The registering of an interest in becoming an approved Foster Carer
- The processing of an application to become an approved Foster Carer
- The determination of an application to become an approved Foster Carer
- The determination of the continued suitability of an approved Foster Carer.
- Ensuring compliance with the terms of the Foster Carer Agreement with Aberdeenshire Council
- To allow Aberdeenshire Council to make payments to you, if and when they become due
- To allow Aberdeenshire Council to collect payments from you, if and when they become due
- The processing of any complaints made in respect of your Foster Carer approval
- The determination of any complaints made in respect of your Foster Carer approval
- Participation in pre and post approval training and support groups
- Ensuring that individuals can apply to become Foster Carers, as identified by the relevant legislation, i.e., Protection of Vulnerable Groups (Scotland) and the Police Act 1997; and are not barred from regulated work
- Identifying whether you have lived or worked abroad; establishing whether a criminal record check would be required from that country and ensuring correct level of Overseas Criminal Record check if required
- Purchasing membership of the Fostering Network for Aberdeenshire Council Foster Carers
- Matching approved Foster Carers with children requiring alternative family care.
- The purchase and delivery of equipment for use by Foster Carers.

Your information is:

Being collected by Aberdeenshire Council



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The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligation		The data subject has given explicit <b>consent</b> to the processing	

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Information is a legal requirement

If the correct information is not provided the application will not be progressed. Where an approved carer fails to provide the information required, their fostering status will be reviewed and potentially terminated.

Your information will be shared with the following recipients or categories of recipient:

- Aberdeenshire Council Fostering Panel members
- Children’s Hearing Panel members
- The Scottish Children’s Reporters Administration
- Disclosure Scotland
- The Fostering Network
- Education & Children’s Services Social Work colleagues
- Human Resources
- Finance colleagues for the purposes of financial payment or resolution of a dispute over payment.
- Training team colleagues for the purposes of attending training and support groups.
- Children & Families in receipt of the fostering service
- Community Child Health NHS Grampian
- In some instances, your information may be shared with HM Revenue and Customs, National Fraud Initiative, Spikes Cavell , Sheriff Officers and Debt Collection Agencies and Department of Work Pensions where there are particular issues regarding any payments made to you or regarding any receivables when raising invoices for recovering payments made to you.

Your information will be transferred to or stored in the following countries and the following safeguards are in place:



N/A

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The retention period for the data is:

- Registration of Interest in Fostering – 1 year
- Application but non approval as a Foster Carer – 10 years
- Approved Foster Carer – 25 years after termination of approval
- Financial data will be retained for 7 years. If legal action has been sought and a decree is granted, all information will be retained until the debt is paid in full.

The following automated decision-making, including profiling, will be undertaken:

N/A

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.