



From mountain to sea

Privacy Notice - Aberdeenshire Kinship Service

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

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

- The registering of an interest in becoming an approved Kinship Carer
- The processing of an application to become an approved Kinship Carer
- The determination of an application to become an approved Kinship Carer
- The determination of the continued suitability of an approved Kinship Carer.
- Ensuring compliance with the terms of the Kinship Carer Agreement with Aberdeenshire Council
- Ensuring financial payment as an approved Kinship Carer
- The processing of any complaints made in respect of your Kinship Carer approval
- The determination of any complaints made in respect of your Kinship Carer approval
- Participation in training and support groups
- Ensuring that individuals can apply to become Kinship Carers, as identified by the relevant legislation i.e. Protection of Vulnerable Groups (Scotland) and the Police Act 1997 • Identifying whether you have lived or worked abroad and establishing whether a criminal check would be required from that country
- Ensure the individual is not barred from regulated work • Ensure correct level of Overseas Criminal Record Check. (If Required)

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligation	X	The data subject has given explicit consent to the processing	X

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 approval will be reviewed and potentially terminated.



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

Please list recipients or categories of recipient here or state "Not applicable"

- Aberdeenshire Council Permanence, Kinship & Fostering Panel members
- Children's Hearing Panel members
- The Scottish Children's Reporters Administration
- Disclosure Scotland
- Human Resources
- Education & Children's Services Social Work colleagues
- 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 kinship 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.

The retention period for the data is

- Registration of Interest form but not progressed – 1 year
- Application but non approval as a Kinship Carer – 10 years
- Approved Carer – 25 years after termination of approval
- Financial data will be retained for 7 years.

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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 request rectification or erasure of your personal data, as so far as the legislation permits.