

## **Adoption privacy notice**

Service name: Adoption Central England (ACE) Regional Adoption Agency

Last updated: 16/05/2018

The following privacy notice applies to: Adoption Central England (ACE) Regional Adoption Agency a partnership between Warwickshire, Coventry, Solihull, Worcestershire and Herefordshire local authorities.

### **Purpose for processing and legal basis:**

ACE provides a full range of adoption related services including the recruitment and assessment of adoptive parents, support to children who require an adoption service, services to adoptive families who require support and adopted adults and the family members of adopted people. Non-agency adoption i.e. step-parents adoption services are also offered.

Processing is necessary for compliance with a legal obligation and associated regulations and statutory guidance. Significant are:

- Education and Adoption 2016
- Adoption and Children Act 2002
- The Local Authority Adoption Service (England) Regulations 2003
- Adoption Agencies Regulations 2005
- The Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous Amendments) Regulations 2005

### **Personal information collected depending upon your service requirements may include but is not limited to:**

- Personal details (e.g. name, email, contacts, address, date of birth)
- Personal reference numbers (e.g. NHS Number, NI number)
- Financial details
- Family details
- Employment details (include employment references)
- Lifestyle and social circumstances information
- Visual images, personal appearance and behaviour e.g. photographs
- Case file information (include complaints)
- Physical or mental health details (include from health records and assessment report and/or social care records)
- Racial or ethnic origin
- Offences (including alleged offences) criminal proceedings, outcomes and sentences religious or other beliefs of a similar nature
- Details of extended family members and support system
- Personal and work related references
- Proof of citizenship/residency

**Who we may share your information with:**

- Other local authorities who have children with adoption plans
- ACE local authority Social Work Teams.
- Individuals and agencies who are required to provide reference checks.
- Foreign embassies if living abroad for application checks.
- Voluntary agencies who work closely with the regional adoption agency.
- Providers of adoption support services.
- National Adoption Register.
- Courts
- Other statutory services according to your assessed need e.g. health and housing.

**How long we will hold your information:**

All adoption records are kept for 100 years in line with legislative requirements. If prospective adopters are unsuccessful or withdraw an application or resign their approval, records will be kept for 25 years.

**Your information rights:**

Your information rights for this service are set out below.

For access to or the rectification of your personal information, or to restrict the processing your personal information please contact us by email at - contact us by email at: [enquiries@aceadoption.com](mailto:enquiries@aceadoption.com)

**Further information**

See [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy) and [www.herefordshire.gov.uk/access\\_to\\_information](http://www.herefordshire.gov.uk/access_to_information) for further information on how we process your information.