



From mountain to sea

Aberdeenshire Adoption 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

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

- The registering of an interest in becoming an approved Adopter
- The processing of an application to become an approved Adopter
- The determination of an application to become an approved Adopter
- The determination of the continued suitability of an approved Adopter
- Ensuring compliance with the terms of the Foster Carer Agreement with Aberdeenshire Council
- Ensuring financial payment as an adopter where relevant
- Recovering any overpayments as necessary
- The processing of any complaints made in respect of your adoption approval
- The determination of any complaints made in respect of your adoption approval
- Participation in training and support groups
- Matching approved adopters with children requiring adoption
- Payables: To allow Aberdeenshire Council to make payments to you, if and when they become due

Your information is:

Being collected by Aberdeenshire Council

Please pick the applicable option



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The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent		The data subject has given explicit consent to the processing	
Performance of a Contract		Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, and social security and social protection law	
Legal Obligations	x		
Vital Interests		Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Task carried out in the Public Interest		Processing relates to personal data which are made public by the data subject	
Legitimate Interests ¹		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of substantial public interest	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of public health	
		Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes	

¹ Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data



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Please tick all that apply

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.

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 & Fostering Panel members
- All Scottish courts as required
- 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 adoption 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.



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

N/A.

The retention period for the data is:

- Registration of Interest up to and including Initial Visit, if no concerns - 1 year from case closure
- Registration of interest up to and including Initial Visit, if there are concerns – 10 years from case closure
- After Initial Visit but prior to going to Panel – 10 years
- Panel agency decision not approved – 25 years
- Approved Adopter but no child placed – 25 years
- Approved Adopters with child placed – 100 years
- Financial data will be retained for 7 years

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 object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- 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.