



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
- Ensuring financial payment as an approved Foster Carer
- 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
- Matching approved Foster Carers with children requiring alternative family care.

Your information is:

Being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:



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Personal Data		Special categories of personal data	
Consent		The data subject has given explicit <b>consent</b> 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 <b>employment, and social security and social protection law</b>	
Legal Obligations	X		
Vital Interests		Processing is necessary to protect the <b>vital interests</b> 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 <b>public</b> by the data subject	
Legitimate Interests <sup>1</sup>		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 <b>substantial public interest</b>	
		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 <b>health or social care</b> or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of <b>public health</b>	
		Processing is necessary for archiving purposes in the <b>public interest</b> , scientific or historical research purposes or statistical purposes	

*Please tick all that apply*

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



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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
- 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.

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 years
- 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.

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

N/A



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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 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.