



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.
- The purchase and delivery of equipment for use by foster carers.

Your information is being collected by Aberdeenshire Council.

The Legal Basis for collecting the information is:

<b>Public Task:</b> (Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller).	X
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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:

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.



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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.
- Suppliers of equipment purchased and delivery agents of equipment purchased to foster carers.

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

Please note that you have the following rights:

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