

Fostering Service Privacy Notice

South Gloucestershire Council uses your personal information to provide services to you as a foster carer for the Council or someone applying to be a foster carer.

Please read this South Gloucestershire's Fostering Service privacy notice in conjunction with the Council's general privacy information which can be found at [South Gloucestershire Council Data Protection Policy and Privacy Notice](#).

Who we are

South Gloucestershire Council is the "data controller" for the personal information we hold. This means we are responsible for deciding how we "process" (collect, hold, use and disclose) your personal information.

What will we use your personal information for?

We use your personal information to:

- process your foster carer application
- assess your suitability to become a foster carer and approve you as a foster carer for South Gloucestershire Council
- pay you as a foster carer
- provide you with ongoing supervision, support, guidance, and training to ensure you are fully skilled to be an effective foster carer
- ensure that children are placed with the most appropriate fostering family
- monitor the progress and stability of placements to safeguard and support children

The Council also uses this information to prevent, detect or investigate fraud, to assess the quality of our services and evaluate and improve our policies and procedures.

We'll only collect your information in line with relevant law and this may relate to any of our services you apply for, currently receive, or have received in the past.

If you choose to use our services, you're responsible for making sure you give us up-to-date and accurate information. If you provide information for another person, you'll need to tell them about this privacy notice prior to providing us with their information.

While assessing, approving, and supervising foster carers we collect the following personal information when you provide it to us:

- personal information (such as name, address, contact details, date of birth, gender, language)
- special category characteristics (such as ethnicity, disability, religion, and medical information)
- family network and relationship information
- employment information
- financial information
- information relating to assessments and approvals for suitability to foster children
- previous or current involvement with South Gloucestershire Council's Integrated Children's Services, including social care and early help

We also obtain personal information from the following external sources:

- the local authority where you live
- other council departments
- the National Society for the Prevention of Cruelty to Children (NSPCC)
- the Disclosure and Barring Service
- past and present employers and voluntary organisations
- social media
- references (personal and employment)
- previous partners
- health services
- schools and nurseries
- adult children

When you express an interest in fostering by visiting our webpages, we also track your visit with a cookie. This allows us to:

- understand the effectiveness of our advertising if you have visited the webpages by clicking through from an external website
- remind you of your interest in fostering via future website advertising, if you do not formally express your interest during your original visit

How does the law protect you and what is the legal basis for processing your information?

South Gloucestershire Council has legal grounds to process this information without your specific consent as it is necessary for the performance of a task carried out in the public interest under Article 6(1)(e) of UK GDPR.

The tasks are carried out are defined under the:

- Children Act 1989
- Fostering Services (England) Regulations 2011
- Care Planning, Placement and Case Review (England) Regulations 2010

South Gloucestershire Council has legal grounds to process (including share) special category data and criminal convictions data where it is in the exercise of a statutory function, and it is necessary for reasons in the substantial public interest such as safeguarding under Article 9(2)(g) of UK GDPR and Schedule 1 of the Data Protection Act 2018. The statutory functions are the same as the tasks in the public interest set out above.

Web statistics

We collect web statistics automatically about your visit to our site based on your IP address (Google Analytics). This information is used to help us track what people are doing on the site so that we can improve it. We don't use this information to identify you as an individual and you will remain anonymous unless you identify yourself by completing a form or an online transaction. You can find out how to opt out of Google Analytics by [visiting their website](#).

Cookies for advertising

Pay per click

We use Google AdWords to place pay per click adverts on Google search results pages. If you visit our site after clicking on one of these adverts, you will have an AdWords cookie set on your device. Data about your visit will then be collected by Google into an anonymised set of statistics that tell us how groups of people have responded to the adverts. This data is held on Google's AdWords platform.

Remarketing

We have some remarketing scripts running on the website. Remarketing is a form of online advertising which tracks a user's browsing history to provide personalised messages on other websites. We have remarketing scripts for platforms and related advertising services such as Facebook, LinkedIn, Twitter, and Google AdSense. This gives us aggregate and general data about whether certain campaigns are being seen and allows us to share further messages with customers via those platforms.

We don't have access to personal data through remarketing scripts for platforms and related advertising service such as Facebook, LinkedIn, Twitter, and Google AdSense.

How these platforms process personal data, can be managed through the privacy controls and agreements customers have with those platforms:

- [Facebook privacy controls](#)
- [LinkedIn privacy controls](#)
- [Twitter privacy controls](#)
- [Google AdSense privacy controls](#)

You can also prevent data about your activity on our site being shared with these platforms by declining advertising cookies on our site.

[Find out how to opt out of advertising cookies.](#)

Microsoft forms

Microsoft, as providers of Microsoft Forms – the software used to manage feedback questionnaires activity. [Microsoft's privacy policy](#) explains how Microsoft will collect, safeguard, and process your data on behalf of South Gloucestershire Council.

Email marketing

We use MailChimp as our marketing automation platform. If you receive an email from us via MailChimp, the information you provide when subscribing will be stored by MailChimp in accordance with their [Privacy Policy](#) and [Terms](#). You can change your mind at any time and unsubscribe.

[View South Gloucestershire Council's privacy policy on Mailchimp.](#)

Event booking

We use Eventbrite as our event booking platform. If you register for an event or training session online via our Eventbrite page, the information you provide when booking will be stored by Eventbrite in accordance with their [Privacy Policy](#) and [Terms](#).

[View South Gloucestershire Council's privacy policy on Eventbrite.](#)

Advertising

The Council Advertising Network is responsible for delivering advertising on the South Gloucestershire Council website. Please take a moment to read their [privacy policy](#) which includes cookie information and details on how to opt out.

You can also change your advertising cookie preferences for this site [using this tool](#).

Who might we share your personal data with?

South Gloucestershire Council may share your information with:

- departments within the Council including finance, and children services
- Ofsted (in the event of a local authority inspection of children's services)
- other local authorities
- Fostering Agencies - Regulation 26(1A) gives the fostering service undertaking the current assessment the power to request access to records about the applicant held by the fostering service or adoption agency which granted the approval (provided that the applicant consents).

We will share personal information with law enforcement or other authorities if required by law.

Your personal information can also be given to a third party contracted by the Council to provide a service to the Council or directly to you. For example, contractors providing information technology to the Council. These service providers are known as data processors and have a legal obligation under UK GDPR and to the Council to look after your personal information and only use it for providing that service.

How long we will keep your information

The law is very clear that personal data should not be kept longer than is necessary, but in relation to fostering we are required to hold data for a set period of time.

For approved foster carers, the case record must be kept for at least 10 years from the date on which you ceased to foster. Where a person has enquired about fostering, but for whatever reason, including withdrawing their application, has not gone on to be approved, the case record will be held for three years from the date when it was decided that the enquiry or application would not proceed.

There may be circumstances in which we decide that the case record should be maintained for more than the three or 10 years required by law. We will tell you if we decide to keep the information for longer.

You can also view South Gloucestershire Council's full [record retention schedule](#).

Your rights

You have a number of rights relating to your information e.g., to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

Further advice

For independent advice about data protection, privacy, and data sharing issues, you can contact the Information Commissioner's Office (ICO) at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk