

## **Fostering Collaboration Hub - Privacy Notice**

We are a collaboration of four councils who are working together to manage initial enquiries and applications from people interested in becoming foster carers. The councils involved are:

Warrington Borough Council  
Halton Borough council  
Cheshire West and Chester Council  
Cheshire East Council

### **Who will own my data once I submit It?**

Enquiries and applications will be received by the Fostering Recruitment Hub based at Warrington Borough Council. Following the initial processing stages, your data will be transferred securely to the Council for which you want to become a foster carer.

### **Why do you need my information?**

To process your enquiry and application to initially assess whether or not you are suitable to become a foster carer.

### **What allows you to use my information?**

We are collecting and processing your information under the legal basis of public task. This allows us to use your information to:

- make initial decisions about whether you could be suitable to become a foster carer for a child
- to transfer securely your application to another council within the collaboration for the assessment stage of the process

### **Who will my information be shared with?**

Your information may be shared with any of the fostering services in the Council's named above, where required. It could also be shared with Council safeguarding teams, if any safeguarding concerns are identified as part of the enquiry and application stage.

### **Do I have to provide this information and what will happen if I don't?**

If you are interested in becoming a foster carer and wish to apply we need collect this information to begin the application process. If you do not provide information needed in the initial processing stage you will not be able to continue to the assessment stage of the foster carer application process.

### **How long will you keep this data for and why?**

We will retain the information you provide during the enquiry and application stage in accordance with the Fostering Service Regulations 2011 Part 5 Regulation 32.

The regulation states that data collected as part of a foster carer enquiry and/or application should be held for a minimum of 3 years by the Recruitment Hub. This is the maximum period that the Hub will retain the information for and applies to applications which are refused or withdrawn at the enquiry and application stage.

If an applicant is approved as a foster carer, the regulation states that data should be held for a minimum of 10 years. This is the maximum period that the Hub will retain the information for and is from when a foster carer ceases to have an approved status to care for a foster child, or when the placement of a foster child is terminated.

### **How will my information be stored?**

The enquiry and application data will be held securely on an electronic system in accordance with the legislative timescales mentioned above.

### **What rights do I have when it comes to my data?**

Under the Data Protection legislation, you might have more rights about what happens with your data. As different rights apply in different situations each request will be assessed on a case by case basis.

You do have the right to request a copy of your information, to know what it is used for and how it has been shared. This is under Data Protection legislation, and the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our webpages. Requests for Information available here: - [https://www.warrington.gov.uk/info/201121/access to information/2352/request for information](https://www.warrington.gov.uk/info/201121/access-to-information/2352/request-for-information)

### **Will this information be used to take automated decisions about me?**

No

### **Will my data be transferred abroad and why?**

No

### **Who can I complain to if I am unhappy about how my data is used?**

If you are not satisfied with how your data has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council

outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below:

Use the [online complaints form](#)

- Email us at [contact@warrington.gov.uk](mailto:contact@warrington.gov.uk)
- Phone us on: 01925 443322
- Write to us at: Contact Warrington, PO Box 5, New Town House, Warrington WA1 2NH
- Visit us at: Contact Warrington, 26-30, Horsemarket Street, Warrington WA1 1XL

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Telephone: 0303 123 1113  
Website: [www.ico.org.uk](http://www.ico.org.uk)