**DATA SUBJECTS’ INFORMATION**

This explains what happens to your personal data that is gathered.

Adoption West is registered as a data controller with the Information Commissioner's Office.

Full details of the registration are available at [www.adoptionwest.co.uk](http://www.adoptionwest.co.uk)

1. **Data Controller Contact Details**

Adoption West’s Data Protection Officer may be contacted by email at info@adoptionwest.co.uk

1. **Purpose of processing**

Adoption West will process your personal information for the following purposes:

* Support children and monitor their progress
* maintaining our own accounts and records
* supporting and managing our employees
* promoting the services we provide
* carrying out health and public awareness campaigns
* provision of education
* carrying out surveys
* administering the assessment and collection of taxes and other revenue including benefits and grants
* licensing and regulatory activities
* the provision of social care services
* crime prevention and prosecution of offenders
* corporate administration and all activities we are required to carry out as a data controller and public authority, including statutory returns
* undertaking research
* internal financial support and corporate functions
* managing archived records for historical and research reasons
1. **Legal basis for processing data**

Our processing is lawful because at least one of the following will apply:

1. the data subject has given consent to Adoption West for processing of their personal data for one or more specific purposes;
2. processing is necessary for compliance with a legal obligation to which Adoption West is subject; Children Act 1989 & 2004, Education Act 2002, Adoption and Children Act 2002, Keeping Children Safe in education 2015 & Working Together 2018.
3. processing is necessary in order to protect the vital interests of the data subject or of another natural person;
4. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Adoption West;

If your special category data is processed, in addition to one of the above, processing will be necessary because at least one of the following shall also apply:

1. the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
2. 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;
3. processing relates to personal data which are manifestly made public by the data subject;
4. processing is necessary for reasons of substantial public interest,
5. 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 and services;
6. for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices,
7. **Recipients**

Where necessary and lawful, or when required by legal obligation, we may share information with relevant professionals in other agencies in pursuance with our legal duties.

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| * customers
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| * family, associates or representatives of the person whose personal data we are processing
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| * students and pupils including their relatives, guardians, carers or representatives
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| * healthcare, social and welfare organisations and professionals
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| * professional advisers and consultants
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| * educators and examining bodies
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| * local and central government
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| * ombudsman and regulatory authorities
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| * regulatory bodies
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| * licensing authorities
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| * customs and excise
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| * the disclosure and barring service
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| * courts, prisons and tribunals
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| * police forces, non-home office police forces
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| * partner agencies, approved organisations and individuals working with the police,
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| * police complaints authority
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| * private investigators
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| * legal representatives, defence solicitors
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| * law enforcement and prosecuting authorities
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| * international law enforcement agencies and bodies
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| * security companies
 |
| * debt collection and tracing agencies
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| * credit reference agencies
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| * financial organisations
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| * housing associations and landlords
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| * providers of goods and services
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| * current past and prospective employers
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| * press and the media
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| * survey and research organisations
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| * religious and political organisations
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| * trade unions
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| * voluntary and charitable organisations
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1. **Retention Period**

Adoption West will process your personal data for the above purposes for no longer than necessary. Full details may be found at [www.adoptionwest.co.uk](http://www.adoptionwest.co.uk)

1. **Your rights**

Your rights are set out in in Articles 13 to 22 of the [General Data Protection Regulation 2016](http://ec.europa.eu/justice/data-protection/reform/files/regulation_oj_en.pdf) and include:

* The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
* The right to withdraw any consent you may have given to process your personal information.
* The right to complain to the [Information Commissioner](https://ico.org.uk/concerns/) if you feel we are processing your personal information unlawfully.
* The right to restrict processing activity in certain circumstances.
* The right to object to certain types of processing activity
1. **Contracts**

The information you give us may be a statutory or contractual requirement, or you may not be obliged to provide this information - this will be explained.by your case officer at the time.

Failure to provide us with the information may result in an inaccurate picture of your needs and circumstances, and this could impact on our response.

1. **Automated Decision Making**

Adoption West does not use automated decision making in respect to your personal information. We will provide you with an explanation of the decision-making criteria and significance or likely consequences of such data processing.

***For further information about how Adoption West uses your personal data, including your rights as a data subject, please go to*** [www.adoptionwest.co.uk](http://www.adoptionwest.co.uk)