



Adopt North East Privacy Notice

Document Title	Adopt North East Privacy Notice
Version	1.0
Authors	Nik Flavell, Senior Manager, Adopt North East
Owner	Nik Flavell, Senior Manager for Adopt North East
Date Approved	13 January 2025
Date to be Reviewed By	31 January 2026

Who is collecting and using your personal data?

Adopt North East is a Regional Adoption Agency hosted by North Tyneside Council who act as a 'data controller' for any personal data that you provide to us for adoption purposes. As such, we will ensure that the data you give us is processed in line with our organisation's data protection policies and in line with Data Protection Legislation. North Tyneside Council's Data Protection Officer is Wendy Rochester.

During approving, matching and supporting adoptive parents we collect the following personal information when you provide it to us:

- personal information (such as name, address, contact details, date of birth, gender and 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 adopt children

We also obtain personal information from other sources as follows:

- the local authority in whose area you live
- other adoption agencies previously involved
- past and/or present employer
- references (personal and employment)
- previous partners
- health authorities
- schools

Why are we processing your personal data?

To deliver the services of Adopt North East we need to process personal data about prospective adopters and children who have been placed for adoption. We collect and use your personal information to comply with our legal obligations in the Adoption Agencies Regulations 2005, and to carry out tasks in the public interest, and with consent where we need it.

We use your personal information to:

- process adoptive parent applications
- assess suitability to become an adoptive parent
- match approved adoptive parents with children for adoption, to ensure the most successful outcomes for children who have been in care
- provide ongoing support and advice to adoptive parents
- prevent or detect crime or fraud
- assess and evaluate our services
- inform future service planning and the commissioning of services

Who will we share your personal data with?

To deliver adoption services it may be necessary for us to share personal data about prospective adopters and children placed for adoption with the following:

- Independent adoption panel members who are responsible for assessing the suitability of prospective adopters to adopt a child.
- Other local authorities with statutory responsibility for safeguarding children and for delivering adoption services.
- Adoption agencies
- Ofsted

We will not share your personal data with other organisations without a legitimate lawful reason to do so.

How long will we hold your personal data?

We keep your information securely in line with Adoption Regulation 2005.

The Adoption Agency Regulations 2005 permits Adopt North East to keep records for as long as it considers appropriate. In considering how long to retain case records the Agency is mindful that one of the principles of the Data Protection Act is that personal data should only be kept for as long as is necessary.

The Agency will keep your personal data for as long as follows:

End Point of Adopter Journey Retention Period

- | | |
|--------------------------------------|----------|
| • Contact with the Agency | 3 years |
| • Registration of Interest | 5 years |
| • Withdrawal during Stage 1 | 5 years |
| • Completion of Stage 1 | 5 years |
| • Withdrawal during Stage 2 | 10 years |
| • Agency Decision as to Suitability | 25 years |
| • Post Adoption Support Contact | 3 years |
| • Post Adoption Support Assessment | 25 years |
| • Post Adoption Support Intervention | 25 years |

Keeping your personal data secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, processed or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Exercising your rights

Under the General Data Protection Regulation (GDPR), you have the following rights:

- The right of access to your own personal data.
- The right to request rectification or deletion of your personal data.
- The right to object to the processing of your personal data.
- The right to request a copy of the information you provide us in machine readable format.
- The right to withdraw your consent to any processing that is solely reliant upon your consent.

Should you wish to exercise any of your rights, you should contact one of the Adopt North East Team AdoptNorthEast@northtyneside.gov.uk or see the full [Authority Privacy Notice](#) at www.northtyneside.gov.uk.

For further information about your rights, including the circumstances in which they apply, see the guidance from the [Information Commissioners Office \(ICO\)](#) on individuals' rights under GDPR at www.ico.org.uk.