

Information Sharing Agreement Cover Sheet

Directorate	People Services
Service	Regional Adoption Agency – Adopt London North (ALN)
Owner	Lydia Samuel
Author	Marnie Caton and Mark Street
Title of Agreement	ALN Information Sharing Agreement
Partner Organisation (s) (who are we sharing data with)	Barnet, Camden, Enfield, Hackney, Haringey, Islington

Brief Description of Agreement

In June 2015 the government announced changes to the provision of adoption services by proposing that adoption services be delivered on a regional basis by 2020. The Education and Adoption Act 2016 requires all councils to become part of a Regional Adoption Agency (RAA) by the end of the current parliament; the Secretary of State having power to enforce if necessary.

The local authorities will form a regional adoption agency to be known as Adopt London North (ALN). It has been agreed ALN will be hosted by Islington Council.

The bringing of these local authority adoption services into a single agency aims to:

- (1) increase the number of children adopted
- (2) reduce the length of time children wait to be adopted
- (3) improve post adoption support services to families who have adopted
- (4) reduce the number of adoption agencies thereby improving efficiency and effectiveness
- (5) strengthen the specific service focus on best outcomes for children requiring adoption.
- (6) increase the choice of families available to improve matching
- (7) improve the preparation of adopters to meet the needs of the children placed with them.
- (8) improve the range and accessibility of support to families at all stages of their adoption journey.
- (9) strengthen joined up working between local authorities and voluntary agencies, NHS and other providers to promote the shared responsibility for the care and outcomes of children
- (10) build on the ALN region's reputation in adoption
- (11) deliver economies of scale through shared delivery, backroom support and management.

The adoption functions will be delegated to Islington Council and an ALN Management Committee is established made up of representatives from the 6 London North councils to have oversight of the regional adoption agency. Islington will sub-delegate the adoption functions to its Corporate Director of People’s Services. The Director will in return be accountable to the ALN Management Committee for discharge of the adoption functions.

ALN will be operated under the terms of a Partnership Agreement, which will confirm the legal and governance (including information governance) arrangements; the budget; staffing and funding contributions for the 6 local authorities. This information sharing agreement will form part of the wider Partnership Agreement.

Islington as the host authority for ALN will be responsible for the following adoption functions, with the remainder of children’s services and adoption functions remaining the responsibility of the relevant local authority:

- the recruitment of persons as potential adopters;
- the assessment of prospective adopters’ suitability to adopt a child;
- the approval of prospective adopters as suitable to adopt a child;
- decisions as to whether a particular child should be placed for adoption with a particular prospective adopter; and
- the provision of adoption support services.

Islington as host authority for ALN will be responsible for identifying potential matches and making recommendations to the relevant local authority for the matched child. The decision to match a child with an adoptive family remains a function of the relevant local authority.

Islington as host authority for ALN will work in partnership with children’s social care services in each of the 6 local authorities (LAs). Each LA will retain the corporate parenting responsibility for children looked after and the responsibility for decisions about the planning for children and the match with a family.

The collection and sharing of data about potential adopters, adopters and children to be adopted is not a new activity and existing legislative requirements cover the arrangements for doing so. This DSA is intended to clarify the improved process for sharing data between the partner LAs and the fact that Islington will act as lead borough for adopter recruitment and support.

The means by which Islington as host authority obtains timely information about children in need of adoption will involve secure exchanges of personal data between the professional staff in Islington and the LAs. The secure methods of exchange will include (without limitation) the following:

- (1) in face to face meetings and at case conferences;
- (2) by telephone and via secure email exchanges; and
- (3) secure system access.

Review Date (if applicable)	One year from date of signature
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Information Sharing Agreement

Version 1

Document history

Version	Date	Author	Released to	Comments
1	20.6.19	M Caton	Mark Street	
7	23.8.2019	M Caton	Lydia Samuel	

This document requires the following approvals

Agency/Organisation	Post Held	Name	Signature
Barnet	Operational Director Family Services	Brigitte Jordaan	
Camden	DCS and Executive Director	Martin Pratt	
Enfield	DCFS and Principal Social Worker	Anne Stoker	
Hackney	Director of Children & Families	Sarah Wright	
Haringey	Head of Service Children in Care and Fostering & Adoption	Colette Elliott-Copper	
Islington	Head of Service ALN RAA	Lydia Samuel	

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1. Specific purpose for sharing information

This agreement is intended to support the efficient and safe sharing of information for the purpose of delivering adoption services across the ALN boroughs.

The information to be shared is personal data about potential and actual adopters (adults) and children who may be placed for adoption, and those who have been adopted. A table setting out the detailed data items is below. Islington as the lead borough for adopter support will share data on adopters with partners and each partner Borough will share limited child data with Islington to allow for family matching to take place.

2. Roles and responsibilities

The partners and agencies signing this agreement accept that the procedures laid down in this document provide a secure framework for the sharing of information between them in a manner compliant with their statutory and professional responsibilities.

As such they undertake to:

- Implement and adhere to the procedures and structures set out in this agreement.
- Ensure that where these procedures are complied with, then no restriction will be placed on the sharing of information other than those specified within this agreement.
- Engage in a review of this agreement with partners annually, or as agreed.

Islington will be the data controller for adopter data; while each borough will be the controller for child data. The child data shared with Islington will result in both the originating borough and Islington being joint controllers.

3. What information will be shared?

Data type	Will this be shared? (Yes/No)
Full name	Y
Address	Y
Date of Birth	Y
Children's data	Y
Financial data	Y
Data about: <ul style="list-style-type: none"> ● Ethnicity 	Y

<ul style="list-style-type: none"> ● Religion ● Health ● Sexuality ● Commission or alleged commission of a crime ● Political opinions ● Trade union membership ● Family circumstances and relationships ● Education background ● Whether known to other LA and NSPCC 	<ul style="list-style-type: none"> Y Y Y Y No No Y Y Y
<p>Children’s data:</p> <ul style="list-style-type: none"> ● Demographic data as above ● care status ● dates of changes in status ● legal status ● placement data ● family circumstances and relationships ● educational needs and provision ● home borough 	<ul style="list-style-type: none"> Y Y Y Y Y Y Y Y
<p>Foster carer data</p> <ul style="list-style-type: none"> ● name ● address ● Date of birth 	<ul style="list-style-type: none"> Y Y Y

4. Legal basis for sharing

4.1 Data must be processed lawfully and fairly

The lawful bases for processing are to undertake a Public Task (adoption services) and meet legal obligation – to operate a regional adoption agency. The government has made provision for RAAs to allow sharing of data between them to ensure that the provisions of the adoption and care legislation can be met. The relevant statutory instrument is here: <http://www.legislation.gov.uk/uksi/2018/152/contents/made>. These are The Adoption and Care Planning (Miscellaneous Amendments) Regulations 2018.

The Data Protection Act 2018 s.8 defines the exercise of a function conferred on a person by an enactment or rule of law as a suitable basis for a task carried out in the public interest. This provides a legal basis for sharing under Article 6 1(e) of GDPR.

The Data Protection Act 2018 s.10 states that special category data can be processed as a substantial public interest under GDPR Article 9 2(g) if it meets certain criteria of Schedule 1 Part 1 of the act. The processing for these purposes is covered by Schedule 1 Part 1 s.2 – Health or Social Care purposes.

Additionally, the Data Protection Act 2018 s.10 states that special category data can be processed as a substantial public interest under GDPR Article 9 2(h) if it meets certain criteria of Schedule 1 Part 2. The processing for these purposes is covered by Schedule 1 Part 2 s.6 – exercise of a function conferred on a person by an enactment or rule of law. Additionally, for some purposes, s.18 – safeguarding of children and of individuals at risk is engaged.

All the involved organisations are public bodies for the purposes of GDPR as defined by the Data Protection Act 2018 s.7

Data for adoption is specifically excluded from certain provisions of the GDPR in accordance with the Data Protection Act 2018 Schedule 4 s.3.

4.2 Duty of Confidence

As the provision of services described here is in the public interest this overrides any conflict with the common law duty of confidentiality so long as the data are used only for those purposes.

4.3 Fair Processing

In order for ALN (the RAA) to carry out its duty to assess adults to adopt, it must set up case records (Adoptions Agency Regulations 2005 s.22). At the beginning of the process potential adopters will have the requirement to gather and store their data explained to them.

4.4 Legitimate Expectation

The sharing of the information by the Host Authority and LAs fulfils a purpose in relation to looked after children, in that it will be done in order to discharge the statutory functions conferred on the parties by the adoption legislation in Annex A in particular by delivering an integrated adoption service thereby increasing the opportunities for looked after children to be adopted thus improving their wellbeing.

It can reasonably be assumed that the persons (including prospective adopters) from whom information is obtained will legitimately expect that the LAs will share it appropriately with IC as the Host Authority for the ALN RAA in order to assist fulfilling the purpose described above.

The adoption legislation framework in combination with the duties of local authorities in relation to children looked after by them in accordance with the Children Act 1989, provide the legal basis underpinning necessary and proportionate information sharing between the LAs in respect of delivering ALN in order to meet the respective statutory obligations and functions to deliver an integrated adoption service.

4.5 Human Rights - Article 8: The Right To Respect For Private And Family Life, Home And Correspondence

- **In pursuit of a legitimate aim**

The promotion of the welfare and wellbeing of children and ensuring they achieve all five outcomes is, by virtue of S.11 of Children Act 2004, a legitimate aim and major responsibility of the Partners. The sharing of information to enable looked after children to be placed for adoption, is therefore in pursuit of a legitimate aim.

- **Proportionate**

It is proportionate to share identifiable information in order to ensure that the best adoption placements are made for both adults and children.

- **Appropriate and necessary to a democratic society**

Not applicable

4.6 Data Protection Principles

The Data Protection Principles are laid out in GDPR Article 5.

a) processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency');

All personal data that is to be shared is obtained for the purposes of fulfilling Islington's and the Boroughs' statutory functions under the adoption legislation in Annex A. The data obtained by the Boroughs will only be shared with Islington to the extent necessary to enable Islington to discharge the adoption functions listed in Schedule 1 to the Partnering Agreement that have been delegated by the Boroughs to Islington as Host Authority for the ALN RAA. Fair and transparent processing notices are supplied to all involved in the process.

b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public

interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89(1), not be considered to be incompatible with the initial purposes ('purpose limitation');

Data to be shared is set out above for the given purposes and the legal gateways and duties for sharing for RAA and partners is set out at Annex C to this agreement.

c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');

The data used is detailed in this agreement and is limited to that required to carry out the statutory purposes. Each partner has conducted a Data Protection Impact Assessment to confirm that this principle has been applied.

d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');

Ensuring accuracy of the data provided by partners to Islington is the responsibility of each partner. Data about adopters provided by Islington is the responsibility of Islington and data quality will be regularly reviewed to maintain accuracy. Where Islington identifies potentially inaccurate data shared with it the source partner will be notified as quickly as possible and required to amend the data. Where a partner identifies inaccuracy in data provided from Islington they must notify the deputy business support manager.

In order for the new service to commence work, it will be necessary for current adopter and potential adopter, plus some basic child data to be provided to Islington from the other Boroughs. A data checking process will be carried out prior to the data migrating into the new management information system for the Islington ALN team.

Regular updates to child data from the responsible Borough for each child will be provided to Islington whenever significant changes occur in the adoption process. This will be done via panels (verbally and/or secure email) and / or by submission of documents via the secure portal (SDS). The same methods will be used for updating partners with adopter data from Islington.

Where the Boroughs hold information about prospective adopters, those part of the way through assessment or approval process, or who have been approved; Islington and the Boroughs will agree a communication plan to inform these registered adopters prior to the transfer of their records to Islington.

- e) **kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation');**

Retention periods are: 100 years for child data; 5 years for adults who apply but drop out; 25 years for unapproved adopters and 75 years for approved adopters.

Following the migration of existing personal data in respect of adopters to Islington as Host Authority for the ALN RAA, the Boroughs will review their local retention and disposal policies to ensure that they are not unnecessarily storing duplicate information.

- f) **processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').**

Each partner has conducted a data protection impact assessment which includes a review of appropriate measures. For the data held under this agreement, the following measures are noted.

Organisational security

Security measure	Description of measures planned/in place	Owner
Data owners identified and understand their responsibilities	DP training is in place. Each partner confirms that they have an appropriate training programme and that relevant staff are aware of this agreement and its provisions	Islington – Lydia Samuel & Abi Onaboye Enfield - Debbie Michael & Steve Durbin Barnet – Kate Jeffrey Camden – Pal Jandu



		Haringey – Colette Elliot-Cooper Hackney – Robert Koglek
Appropriate written guidance is in place	Each partner confirms that they have written guidance for staff	Islington – Lydia Samuel & Abi Onaboye Enfield - Debbie Michael & Steve Durbin Barnet – Kate Jeffrey Camden – Pal Jandu Haringey – Colette Elliot-Cooper Hackney – Robert Koglek
Relevant staff have been trained and are familiar with the written guidance; and those RAA staff with 3 rd party access to other Boroughs’ records understand their access only permits reading of relevant records	Training records are maintained to evidence staff have been trained	Islington – Lydia Samuel & Abi Onaboye
Physical security measures have been identified (e.g. building access, locked down areas controlled by ID card, lockable cupboards for sensitive data, secure printing, secure shredding)	security compliance covers all LBI Buildings. Security compliance covers all sites used by RAA staff in all partner boroughs.	Islington



Where a third party is engaged, a written, signed contract is in place	Islington will hold a contract with Liquidlogic for the supply of the MISystem (RAA Adoption) which ensures Liquidlogic’s responsibilities for complying with legal requirements.	Islington – Digital Services Islington will hold any further contracts which are in place for the RAA
Auditing of organisational measures is planned, to ensure compliance and efficacy	An audit of the organisational measures in place will be undertaken following the end of the first year of the operation of ALN. This will include an audit of the children’s records that have been accessed by designated ALN RAA professionals in order to provide assurance that access permissions have been used appropriately and not for unauthorised purposes.	Digital services leads in all boroughs Each borough giving third party access to RAA staff will also regularly audit such access to ensure appropriate use of data.

Technical security

Technical security measures ‘must have regard to the state of technical development and the cost of implementing any measures’

Security measure	Description of measures planned/in place	Owner
Access control – only appropriate individuals may access the data. Access to the data is controlled, written procedures are in place	Roles and responsibilities governed by system access In case of Mosaic, control will be by interrogation of audit trail if there is suspicion of inappropriate access.	Islington Digital Services Enfield - Debbie Michael & Steve Durbin Barnet – Kate Jeffrey Camden – Pal Jandu



		Haringey – Colette Elliot- Cooper Hackney – Robert Koglek
ALN Password control – complex passwords used, changed every 90 days	Yes	Islington Digital Services 2FA and / or Single Sign On
Data encrypted in transit – whether this is by email, or on removable media	Yes – Islington Global Protect Yes – Secure Document Sharing Yes – LiquidLogic Portal	Islington Digital Services Egress Liquidlogic
Data encrypted at rest – where data is stored on laptops, these are encrypted	Yes	Islington Digital Services (IDS)
Where data can be accessed from outside a secure network, appropriate controls (e.g. two-factor authentication) have been considered	Yes	IDS (Global protect) Liquidlogic (portal) Egress
Where Benefits (or 'DWP') data has been identified, compliance with Cabinet Office requirements has been reviewed.	N/A	
Auditing of technical measures is planned, to ensure compliance and efficacy	LBI will undertake regular PEN testing of its network LBI annual PCI health check (by external parties) LBI annual PSN audit (by external parties) Quarterly vulnerability and PCI audits (internal)	

5. Description of arrangements for sharing

Process for sharing information

Data shared either by SFTP for (initial) data migration or via (and in the future) a secure document sharing platform - Egress Work Space. The initial and ongoing case transfer work will be undertaken as follows:

- Case audit form and checklist will be completed by borough adoption teams for every case and bundled with required essential documents.
- Documents and completed audit form to be transferred securely to the RAA team, one case at a time.
- RAA team will undertake creation of files, data entry and document uploading one case at a time.
- New files created will be checked by a second individual for accuracy.
- Transfer records will be deleted from the case transfer system as soon as checking is complete for that case.
- Creation of files will be monitored against a comprehensive case list agreed with borough adoption teams
- In the case of adopters who need to re-open adoption support after the ALN goes live, and whose cases had not been transferred as not in support at time of transfer, a small number of RAA social workers will have third party read-only access to the original borough's care system to read the records and identify any relevant information to transfer to ALN records, so that support can be provided quickly.
- In the case of children's records, the same group of RAA social workers will have read-only access to children's records for the purposes of family finding to work effectively with the child's social worker.

When off-site it will be possible for data to be typed in via LL portal access – which also allows the attaching for documentation (word; excel, images, audio etc..). Secure environment; encrypted at rest and encrypted in transit.

Source of information

The information about children is held by the Borough who has legal responsibility for those children. The information about adults who are prospective or approved adopters in the adoptions process is held (and therefore controlled) by ALN Islington (after transfer from the partner Boroughs at the start of this agreement).

Security incidents

Security incidents in relation to adopter data will be managed in-line with the Islington's data security arrangements and processes. The receiving agency will

notify the council as soon as it is aware of a data security incident relating to adopter data where Islington is the data controller. Where a breach occurs in Islington of child data where another Borough is the data controller Islington must notify that Borough as soon as possible and agree how to manage the process. Given the necessity to notify the ICO within 72 hours of any breaches causing risk to the individual(s) whose data has been breached, it is essential that where cross-borough notification is required that this is done immediately.

Data Subject Requests

Whilst much data under this agreement is excluded from provisions in respect of data subject requests, each organisation is responsible for responding to such requests in a proper manner in accordance with its own policies.

Indemnity

Disclosure of personal information without consent must be justifiable on statutory grounds, or meet one or more of the criteria for claiming an exemption under the data protection legislation. Without such justification, both the agency and the member of staff expose themselves to the risk of prosecution and liability to a compensation order under the data protection legislation or damages for a breach of the Human Rights Act.

Where a Partner requests information from another Partner, the requesting Partner shall be responsible for ensuring that its request is compliant with the requirements of the data protection legislation and any other relevant legislation. When responding to such request, the disclosing Partner shall be responsible for ensuring that its disclosure is compliant with the requirements of the data protection legislation and any other relevant legislation.

If it is determined that the disclosure of information by the disclosing Partner is in contravention of the data protection legislation or any other relevant legislation, the disclosing Partner shall indemnify the receiving Partner against any liability, costs, damages, losses that arise directly from it being given unauthorised access to that information but not from its use of or further disclosure of that information and provided that the receiving Partner notifies the disclosing Partner as soon as reasonably practicable after receiving notice of any actual or potential action, claim or demand to which it considers that the indemnity may apply.

Confidentiality and Vetting Arrangement

All documents identifying children and/or adopters should be marked confidential. All Islington and other Partner's staff handling this data have enhanced DBS.

System security arrangement

User security roles will be clearly defined and limit access. Two factor authentication will prevent unauthorised sharing of usernames/passwords.

- Users set up after training and after approval by manager via a user access request.
- Role based access
- Users are given a security profile appropriate to role
- Regular audit of users (e.g. when leaving organisation or changing role)
- Only members of RAA, Application Support and performance team will have access

Other users – such as members of the oversight committee, who may be required to sign off the access forms for staff but ARE NOT allowed to see the data.

Data Transit and Retention

All data will be shared using:

- secure gov.uk to gov.uk email
- secure document sharing platform - Egress Work Space;
- LL Portal to allow data / information inputting and attachment of relevant documentation

and retained in-line with the council’s Records Retention Schedule.

Review Arrangements

This Information Sharing Agreement will be reviewed annually.

Annex A

Adoption legislation

Adoption Act 1958 (s.32) & The Children Act 1975 (s.4(1))	Adoption Agencies Regulations 1983/1964
Local Authority Social Services Act 1970	Section 7 – Local authorities to exercise social services functions under guidance of Secretary of State. Power for Secretary of State to issue statutory guidance relating to exercise of local authority functions (including adoption guidance) Schedule 1, defines social services functions
Adoption Act 1976 (provisions mostly repealed)	Part IV Status of adopted children Schedule 2 – rights relating to property, para 6 Local Authority Adoption Service (England) Regulations 2003/370 (retained under Reg. 15 of The Adoption and

	<p><i>Children Act 2002 (Commencement No. 10 Transitional and Savings Provisions) Order 2005/2897 and amended by Local Authority Adoption Service (England) (Amendment) Regulations 2005/3339)</i></p>
<p>Children Act 1989 <i>(as amended by Children and Families Act 2014)</i></p>	<p>Part III Support for children and families provided by local authorities in England</p> <ul style="list-style-type: none"> ● Provision of services for children and their families (section 17) ● Duties of local authorities in relation to children looked after by them (section 22) <i>(amended by Children & Families Act 2014)</i> <p>Part IV Care and Supervision</p> <ul style="list-style-type: none"> ● Effect of care order (section 33) <p>Part V Protection of Children</p> <ul style="list-style-type: none"> ● Local authority duty to investigate (section 47) <ol style="list-style-type: none"> 1. Children Act 1989 Representations Procedure (England) Regulations 2006/1738; 2. The Care Planning, Placement and Case Review (England) Regulations 2010/959 3. The Fostering Services (England) Regulations 2011/581 <i>(also made under Care Standards Act 2000)</i> 4. The Adoption and Care Planning (Miscellaneous Amendments) Regulations 2014/1556 <i>(also made under Adoption & Children Act 2002)</i> 5. Her Majesty's Chief Inspector of Education, Children's Services and Skills (Fees and Frequency of Inspections) (Children's Homes etc.) (Amendment) Regulations 2014/670 <i>(also made under Care Standards Act 2000)</i> 6. The Adoption Agencies (Miscellaneous Amendments) Regulations 2013/985 <i>(also made under Adoption & Children Act 2002)</i> 7. The Care Planning, Placement and Case Review (England) (Miscellaneous Amendments) Regulations 2013/706 <i>(also made under Care Standards Act 2000)</i> 8. The Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013/984 <i>(also made under Care Standards Act 2000)</i> 9. The Children's Homes and Looked after Children (Miscellaneous Amendments) (England) Regulations 2013/3239 <i>(also made under Care Standards Act 2000)</i>
<p>Care Standards Act 2000 <i>(introduces registration; inspection and independent regulation of voluntary adoption agencies)</i></p>	<p>Part III, Local Authority services</p> <p>- S.43(3):" In relation to a local authority–</p> <p>(a) "relevant adoption functions" means functions under the Adoption and Children Act 2002 of making or participating in arrangements for the adoption of children or the provision of adoption support services (as defined in section 2(6) of the Adoption and Children Act 2002); and</p>

	<p>(b) “relevant fostering functions” means functions under section 23(2)(a) of the 1989 Act or regulations under any of paragraphs (a), (b) or (d) to (f) of paragraph 12 of Schedule 2 to that Act”.</p> <ol style="list-style-type: none"> 1. Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous Amendments) Regulations 2005/2720 (<i>as amended by 2010/465</i>) (<i>also made under Adoption Children Act 2002</i>) 2. The Fostering Services (England) Regulations 2011/581 (<i>also made under Children’s Act 1989</i>) 3. Her Majesty’s Chief Inspector of Education, Children’s Services and Skills (Fees and Frequency of Inspections) (Children’s Homes etc.) (Amendment) Regulations 2014/670 (<i>also made under Children’s Act 1989</i>) 4. The Care Planning, Placement and Case Review (England) (Miscellaneous Amendments) Regulations 2013/706 (<i>also made under Children Act 1989</i>) 5. The Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013/984 (<i>also made under Children Act 1989</i>) 6. The Care Standards Act 2000 (Extension of the Application of Part 2 to Holiday Schemes for Disabled Children) (England) Regulations 2013/253 7. The Care Standards Act 2000 (Registration) (England) (Amendment) Regulations 2013/446 8. The Children’s Homes and Looked after Children (Miscellaneous Amendments) (England) Regulations 2013/3239 (<i>also made under Children Act 1989</i>) 9. The Providers of Social Work Services (England) Regulations 2013/2668 10. The Residential Family Centres (Amendment) Regulations 2013/499 11. The Residential Holiday Schemes for Disabled Children (England) Regulations 2013/1394
<p>The Adoption and Children Act 2002 (<i>as amended by Children and Families Act 2014</i>)</p>	<ol style="list-style-type: none"> 1. Adopted Children and Adoption Contact Registers Regulations 2005/924 2. Adoption (Recognition of Overseas Adoptions) Order 2013/1801 3. Adoption Agencies Regulations 2005/389 (<i>as amended by Adoption Agencies and Independent Review of Determinations (Amendment) Regulations 2011/589; Adoption Agencies (Panel and Consequential Amendments) Regulations 2012/1410; 2013/953; Adoption and Care Planning (Miscellaneous Amendments) Regulations 2014/1556</i>) 4. Adoption Information and Intermediary Services (Pre-Commencement Adoptions) Regulations 2005/890 (<i>as amended by 2014/2696 and 2015/1685</i>) 5. Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous Amendments) Regulations 2005/2720 (<i>as amended by 2010/465</i>)

	<ol style="list-style-type: none"> 6. Adoption Support Services Regulations 2005/691 (<i>as amended by 2010/465 and 2014/1563</i>) 7. Adoption and Children (Miscellaneous Amendments) Regulations 2005/3482 (<i>amends various regulations, including 2005/389</i>) 8. Adoption and Children Act 2002 (Consequential Amendment to Statutory Adoption Pay) Order 2006/2012 9. Adoption and Children Act 2002 (Consequential Amendments) Order 2005/3504 10. Adoption and Children Act Register (Search and Inspection) (Pilot) Regulations 2014/1957 11. Adoption and Children Act Register Regulations 2014/1492 12. The Adoption Agencies (Miscellaneous Amendments) Regulations 2013/985 (also made under Children Act 1989) 13. The Adoption and Care Planning (Miscellaneous Amendments) Regulations 2014/1556 14. Adoptions with a Foreign Element Regulations 2005/392 15. Care Standards and Adoption (Regulation of Establishments, Agencies and Adult Placement Schemes) (Amendment) Regulations 2009/1895 (<i>amends various regulations</i>) 16. Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005/888 17. Family Procedure (Adoption) Rules 2005/2795 18. Family Procedure Rules 2010/2955 (<i>as amended 2012/679 and 2013/3204</i>) 19. Family Proceedings (Amendment) (No.2) Rules 2010/1064 20. Family Proceedings Courts (Children Act 1989) (Amendment) (No.2) Rules 2010/1065 21. Independent Review of Determinations (Adoption and Fostering) Regulations 2009/395 22. Independent Review of Determinations (Adoption) Regulations 2005/3332 23. Local Authority (Adoption) (Miscellaneous Provisions) Regulations 2005/3390 24. Local Authority Adoption Service (England) (Amendment) Regulations 2005/3339 (<i>amending Local Authority Adoption Service (England) Regulations 2003/370</i>) 25. Parental Orders (Prescribed Particulars and Forms of Entry) Regulations 2010/1205 26. Restriction on the Preparation of Adoption Reports Regulations 2005/1711 27. The Adoption and Children Act 2002 (Commencement No. 10 Transitional and Savings Provisions) Order 2005/2897 28. The Adoption (Recognition of Overseas Adoptions) Order 2013/1801 29. Suitability of Adopters Regulations 2005/1712
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	30. Voluntary Adoption Agencies and the Adoption Agencies (Miscellaneous Amendments) Regulations 2003/367 (as amended by 2005/3341 and 2009/1898)
The Children and Adoption Act 2006	<ol style="list-style-type: none"> 1. Adoptions with a Foreign Element (Special Restrictions on Adoptions from Abroad) Regulations 2008/1807 2. Special Restrictions on Adoptions from Abroad (Cambodia) Order 2008/1808 3. Special Restrictions on Adoptions from Abroad (Guatemala) Order 2008/1809 4. Special Restrictions on Adoptions from Abroad (Haiti) Order 2010/2265 5. Special Restrictions on Adoptions from Abroad (Nepal) Order 2010/951
Child Care Act 2006	1. The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2013/3193
Children and Young Persons Act 2008	<ol style="list-style-type: none"> 1. The Children and Young Persons Act 2008 (Relevant Care Functions) (England) Regulations 2014/2407 2. The Children and Families Act 2014 (Transitional Provisions) Order 2014/1042
Protection of Freedoms Act 2012	1. Disclosure and Barring Service (Core Functions) Order 2012/2522 (as amended by The Disclosure and Barring Service (Core Functions) (Amendment) Order 2014/238)
Children & Families Act 2014 (amends Adoption & Children Act 2002)	<ol style="list-style-type: none"> 1. The Children and Families Act 2014 (Commencement No. 2) (Amendment) Order 2014/1134 2. The Child Arrangements Order (Consequential Amendments to Subordinate Legislation) Order 2014/852 3. Children and Families Act 2014 (Transitional Provisions Order 2014/1042
Education & Adoption Act 2016	Part I, Adoption and Contact
European Communities Act 1972	1. The Working with Children (Exchange of Criminal Conviction Information) (England and Wales and Northern Ireland) Regulations 2013/2945

Adoption and Care Planning (Miscellaneous Amendments) Regulations 2018 (S.I. 2018 no 152)

Annex B

Adoption guidance

Adoption

1. Department for Education – Statutory Guidance on Adoption (July 2013) (*issued under section 7 of the Local Authority Social Services Act 1970*)
2. Department for Education – Adoption: national minimum standards (July 2014)
3. Department for Children, Schools and Family: Adoption: Access to Information and Intermediary Services (Practice Guidance)

Looked After Children & Children Act 1989

4. Court orders and pre-proceedings for local authorities April 2014 (Volume 1)
5. The Children Act 1989 guidance and regulations (Volume 2): care planning, placement and case review June 2015
6. The Children Act 1989 guidance and regulations (Volume 3): planning transition to adulthood for care leavers Publication date: October 2010 Implementation date: 1 April 2011
7. Department for Education: The Children Act 1989, Guidance and Regulations, (Volume 4), Fostering Services (2011)
8. Guide to the Children's Homes Regulations including the quality standards April 2015 (Volume 5)
9. DfE: Promoting the education of looked after children Statutory guidance for local authorities (July 2014)
10. DfE: Care of unaccompanied and trafficked children: Statutory guidance for local authorities on the care of unaccompanied asylum seeking and trafficked children (July 2014)
11. DfE: Working with foreign authorities: child protection cases and care orders: Departmental advice for local authorities, social workers, service managers and children's services lawyers (July 2014)
12. DfE: Children looked after by local authorities in England Guide to the SSDA903 collection 1 April 2014 to 31 March 2015 (October 2014)
13. DfE: Court orders and pre-proceedings for local authorities (April 2014)
14. DfE: Children in need census 2013 to 2014 guide: Version 2.2, (March 2014)
15. Child Trust Fund and Looked After Children: Guidance for Local Authorities in England, Wales and Scotland and Health and Social Services Trusts in Northern Ireland

Annex C

Specified Data

(A) Transitional phase

Sharing with Host Authority for ALN RAA by LAs

1. Information about prospective adopters will be supplied to IC as the Host Authority for ALN RAA by the LAs in accordance with the information requirements outlined in Part 4 and Part 8, Schedule 4 of the Adoption Agencies Regulations 2005/389.

2. In so far as children in need of adoption may already have been matched with approved adopters, information about the child and about the child's family will be supplied to IC as the Host Authority for ALN RAA in line with the information requirements outlined in Part 3 and Part 8, Schedule 1 of the Adoption Agencies Regulations 2005/389.

3. The Adoption and Care Planning (Miscellaneous Amendments) Regulations 2018 (S.I. 2018 no 152) specifically permit the sharing of personal data between LAs who have formed an RAA.

(B) Regular Data Sharing

Sharing with Host Authority by LAs

Information about the child in need of adoption and about the child's family will be supplied to IC as Host Authority for ALN RAA in line with the information requirements outlined in Part 3 and Part 8, Schedule 1 of the Adoption Agencies Regulations 2005/389. In relation to Adoption Panels the Partners will share the information set out in Sections 17(2) and (3) of The Adoption Agency Regulations 2005/389

Sharing by Host Authority with LAs

Information about the child in need of adoption and about the child's family will be supplied by IC as the Host Authority for the ALN RAA to the relevant LA in accordance with the information requirements outlined in Part 3 and Part 8, Schedule 1 of the Adoption Agencies Regulations 2005/389.

(C) Categories of Data

Adopters

IC and each LA will be sharing the following information relating to adopters:

- Enquiry information
- Prospective Adopter Reports – including medical information and statutory checks
- Approval Panel Minutes
- Information relevant to Adoption Support
- Letterbox information to enable ongoing indirect contact between birth parents and adopted children

Children placed for Adoption

Prior to a Placement Order the following information is shared with the consent of the Court:

- Referral and assessment information
- Court Reports
- Child Profiles
- Child Placement report and associated documents e.g. medical reports and specialist assessments.
- Should be placed for Adoption Decision notices
- Adoption Support Plans

Post Placement Order the Local Authority is under an obligation to share this information with prospective adopters regardless of which agency has approved them.