

Illuminance Fostering Services

Privacy Notice

Our statement of how we gather, use, disclose and manage your data.

The Legal Basis for Processing Personal Data

We collect & process personal data on a lawful basis (Children & Families Act 2014, Equality Act 2010).

How we use information

We collect and hold personal information relating to children, young people, parents, foster carers and other family members; we may also receive information from schools and the local authorities.

We use this personal data specifically to:

- provide foster carers, children and young people with appropriate services
- measure whether our services are improving provision for children looked after by our service
- help us develop and improve our services
- complete annual data sets required by Ofsted

Fostering Agencies are required to pass on some information (but not the names of individual children) to relevant Local Authorities and Ofsted who use it to help with their policy development, Local Authority performance management and funding, and to assist with the development of good practice. Partner services (internal / external) are also provided with information to assist them with understanding the needs of children looked after by our Agency and this is used for the planning, commissioning and development of related services.

Who we share data with

We may pass data to:

- local authorities (Social Workers, IRO's, Commissioners)
- schools
- further education colleges and sixth form colleges
- academies (including free schools, universities, technical colleges)

- independent specialist providers approved under Section 41 of the Children and Families Act 2014
- relevant Commissioning Boards
- other third-party organisations, as allowed by law
- other partner agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate, such as police

If you require more information about the storage and use of data please go to the following websites:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

You may decide you do not wish your personal information to be collected or shared, or may wish to set conditions on our use of it. In such cases we may not be able to provide the service you require, or may only be able to provide it in a limited way. We have a legal obligation to collect or use personal information to comply with our legal duties.

We do not pass personal data to third parties for marketing, sales or any other commercial purposes.

How we look after your personal data

Illuminance respects your privacy and is committed to protecting your personal data. We comply with the Data Protection Act 1998, any subsequent replacement legislation and the General Data Protection Regulation (GDPR) 2018.

We ensure that your personal data is processed fairly and kept securely and for no longer than is necessary.

It is important that the personal data we hold about you is accurate and up to date, so please tell us if your personal details change during your relationship with us. If you are under 18, get your parent or guardian's permission before you provide personal information to us.

It is important you read this privacy when we are collecting or processing personal data about you. In doing so you can be fully aware of how and why we are using your data.

Equality data

We may use equality data such as ethnic, gender, sexual orientation and age information to compile statistics in order to comply with equality legislation and assist in planning services.

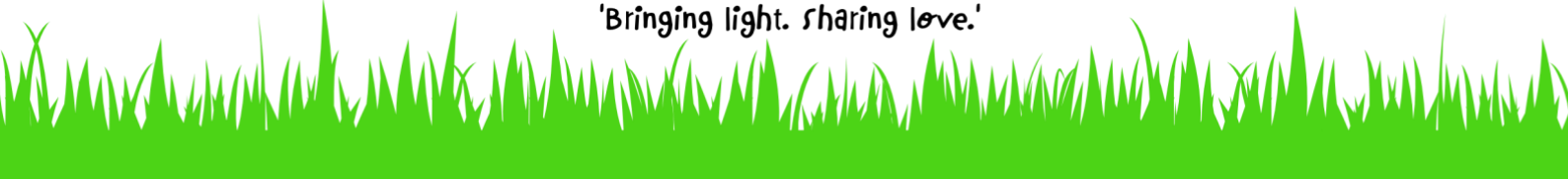
Such data does not identify individuals or affect anyone's entitlement to services.

Your rights Unless subject to an exemption under the GDPR legislation, you have the following rights as a data subject.

You have the right to:

- request access to your personal data (also known as a Subject Access Request).

'Bringing light. Sharing love.'



- request correction of our records.
- request removal of data or limit our use of it (applicable after 25 May 2018). This right is not absolute, and we may not be able to comply with your request.
- make a complaint (see below)
- Request us to limit or restrict use of your information.
- Request that the data controller transfer your personal data directly to a third party provider of services.
- Withdraw your consent to the processing of your data at any time when Illuminance are relying on consent as the legal ground for processing.
- Request a restriction is placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data.
- Object to the processing of your data unless there is a legal requirement for Illuminance to retain and use that data.
- Lodge a complaint with the Information Commissioners Office.
- Please note that these rights do not always apply and there are certain exceptions to them. We will also need to confirm identity before acting on certain requests.

To exercise any of these rights please contact Dennis Teye at dennis@illuminafostering.co.uk who is the Data Protection Lead for Illuminance Fostering Services.

Data security

We have put in place security measures to prevent your personal data from being lost, used or accessed in an unauthorised way, altered or disclosed inappropriately.

We also limit access to your personal data to colleagues and other third parties who have a need to know in order for our service to be provided. They will only process your personal data on our instructions and are subject to a duty of confidentiality.

We have procedures to deal with any suspected breach of the rules about personal data and will notify you and the regulator of a breach where we are required to do so.

Retention Periods

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected.

Cookies

We use cookies on our websites and apps. “Cookies” are small text files that websites save onto your device via your web browser. They’ve been around since the mid-1990’s and are one of the most widely used technologies on the internet. Some cookies that we use at Illuminance will collect personal information about you. Any personal information that is collected will be used in accordance with this privacy policy. By continuing to use our websites and apps, you accept that cookies will be set on your device.

Email Communications

As a user of our services, we may send you communications by e-mail. As long as you are happy for us to do so, we would also like to keep you posted on anything that's happening at Illuminance Fostering Service which we think you might like to know about.

Complaints & Data Controller

If you are concerned about how your data is being used, please contact our Data Protection Lead via dennis@illuminafostering.co.uk

More information about your rights is available via the Information Commissioner (www.ico.org.uk).

How can you change the way that we contact you?

If you have previously said that you would like us to contact you using a certain way but would like to change or update the way that we do so, you can update your preferences by emailing dennis@illuminafostering.co.uk and stating that you would like to change or update the way that we contact you.

If you believe that Illuminance Fostering Service has not complied with your data protection rights, you can complain to the Information Commissioner, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone number 0303 123 1113.