

# Adopt Thames Valley Privacy Notice

## **Our contact details**

Name: Adopt Thames Valley

Address: County Hall, New Road, Oxford. OX1 1ND

Phone Number: 01865 897050

E-mail: [adoptthamesvalley@oxfordshire.gov.uk](mailto:adoptthamesvalley@oxfordshire.gov.uk)

Website: <https://adoptthamesvalley.co.uk>

The Data Protection Officer for Adopt Thames Valley can be contacted as follows:

[dataprotectionofficer@oxfordshire.gov.uk](mailto:dataprotectionofficer@oxfordshire.gov.uk)

Date of issue – 06/09/2021

## **The type of personal information we collect**

Adopt Thames Valley is a regional adoption agency (RAA). We are a partnership of seven local authorities across Berkshire, Oxfordshire and the Swindon area, working together to recruit and support a range of adopters, and find forever families for children both locally in our care and nationally. Oxfordshire County Council is the host authority for Adopt Thames Valley.

The information we collect from you will be used solely for adoption purposes; to assess if adoption is right for you and your family; if now is the right time for you to adopt and if you are able to adopt the children who currently need adoptive families.

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons to enable us to provide and support you in the service that you require. We also receive personal information indirectly

We may share information with the relevant individuals, agencies or organisations to verify the information you have provided. These may include contact with the Disclosure & Barring Service (DBS), the NHS or the Police and may include address and social care checks as well as the Adoption and Special Guardianship Leadership Board (ASGLB).

We need to be as sure as we can be that you'll be able to care for a child through to adulthood. We will ask your consent for you to have a medical examination by your registered medical practitioner who will then send us a written report about your health and respond to any further related enquiries as necessary. If we feel that further enquiries from medical

specialists may be needed, we may contact you to ask for your specific consent to obtain further health information.

We take our Data Protection Act obligations very seriously. The information you provide will be subject to rigorous security measures and procedures to make sure it can't be seen, accessed or disclosed to anyone who shouldn't see it. This information will form part of the agency's case record in respect of your application and will be stored and disposed of in line with the relevant adoption retention schedules.

In general terms the information you provide will not be transferred to a third country, unless it is appropriate to do so. We will comply fully with the Data Protection Act and future legislation and any requests exercising individual's rights will be considered, processed and responded to within the relevant statutory timescales.

We will ask you to sign relevant forms in order for us to proceed with your application. In signing these forms you are giving your specific consent for Adopt Thames Valley to process the information we collect from you now and whilst we have involvement with you for the purposes of adoption. Should you choose to withdraw your consent at a later stage, we will not be able to assess your suitability for becoming an adopter.

There may be certain circumstances, such as child protection matters, where we are legally obliged to share without your consent, however this will be only where strictly necessary and in accordance with our legal obligations.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at : [adoptthamesvalley@oxfordshire.gov.uk](mailto:adoptthamesvalley@oxfordshire.gov.uk), or contact our Enquiry Line on 01865 897050 if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information please speak to your usual contact in the council in the first instance. If you are still unsatisfied, you may contact the council's Data Protection Officer as follows:

Information Management Team Oxfordshire County Council, County Hall, New Road, Oxford OX1 1ND.

Email [dataprotectionofficer@oxfordshire.gov.uk](mailto:dataprotectionofficer@oxfordshire.gov.uk)

You can also complete the online complaints form.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>