

Privacy Notice

Your privacy is important to the Catholic Children's' Society (Westminster) (CCS). This privacy notice provides information about the different types of personal information that we collect and the ways in which we use it when we provide you with Post Adoption and After Care services.

It also provides you with information about how you can receive a copy of your personal information. You should read this privacy notice alongside the information leaflets for Post Adoption and After Care services which set out further information about how you can access your personal information.

If you have any questions please contact us using the contact details included at [section 11](#).

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1. Who we are

The Catholic Children's' Society (Westminster) is a UK registered company (registered under number 00085235) at registered address 73 St. Charles Square, London, W10 6EJ, UK. We are also a registered charity in England and Wales (registered under number 210920) and we are registered with Ofsted as an adoption support agency (registered under unique reference number SC441470).

We have been and continue to be involved in supporting children and families in the Westminster borough. We also have responsibilities to those who we placed in adoption and who attended our children's homes in the past. Our Pathways Post Adoption and After Care service enables such individuals to receive support in finding out more about their past.

2. When do we collect personal information about you?

We may hold personal information relating to you from a number of sources and will collect personal information about you:

- a. When you give it to us **directly**
For example, personal information that you submit by contacting us or any personal information that you share with us when you communicate with us in person, by email, phone or post.
- b. When we obtain it **indirectly**
Your personal information may have been shared with us by third parties for instance your parents or guardians, family members, a social worker or referrer. We may also receive your personal information from health and education organisations, local authorities and the courts.

To the extent that we have not done so already, we will notify you when we receive personal information about you from them, and tell you how and why we intend to use that personal information.

- c. **When we obtain it from publicly available sources**
Your personal information may be shared with us by tracing agencies, other adoption support agencies and other voluntary organisations when we are providing our Post Adoption and After Care services. We may also obtain your personal information from registers of Births, Marriages and Deaths. Where we have not been able to locate personal information we are seeking through these sources, we may also carry out searches using social media networks and other online sources.

In certain circumstances, we are required by law to obtain proof of identification from you before we can provide you with our services. For instance, under adoption legislation we are required to obtain proof of identification when you are seeking information about the circumstances surrounding your adoption.

3. What personal information do we use?

We may collect, store and otherwise process the following kinds of personal information depending on your relationship with us:

- a. Your name and contact details, including email address, postal address and telephone number;
- b. Your birth certificate, date of birth, family members and gender;
- c. Medical details from health visitors, GPs, community psychiatric nurses and hospitals;
- d. Details of your residency in a children's home, details of any onward transportation from a children's home;
- e. Individual case records including assessments, day to day recordings, plans and reviews;
- f. Nursery/ School records;
- g. Adoption records;
- h. Fostering records;
- i. Police background checks (if you applied to be an adopter or fosterer);
- j. Data on criminal convictions and allegations of offences;
- k. Local authority records; and
- l. Information about your religion such as baptismal or marriage data.

Special categories of data and criminal data

Data protection law recognises certain categories of personal information as sensitive and therefore requiring more protection. These categories of data include information about your race or ethnic origins, political opinions, sex life or sexual orientation, religious beliefs and health data. Additionally there are further rules concerning the use of criminal data.

CCS will collect and/or use special categories of data when providing Post Adoption and After Care services. For example we will collect information about your sexual orientation and religion if you are willing to give us this information. Additionally we will collect information about your health and whether you are disabled. We also collect criminal conviction data (when carrying out background checks) and data on allegations of offenses (when allegations are shared with us). We will only process this data if there is a valid reason for doing so and where the law allows us to do so. Please see section 5 below for the bases we rely on.

4. How we use your personal information

As part of providing the Post Adoption and After Care services, CCS will use your personal information for the following purposes:

- a. to answer your questions or requests, and communicate with you in general;
- b. to provide you (or your legal representative) with information about your history if you were in a children's home, adopted or fostered;
- c. to provide you with information about a family member's history if they were in a children's home, adopted or fostered;
- d. to analyse, evaluate and improve our work, programmes, services, activities or information;
- e. to comply with our reporting obligations (internally and externally);
- f. to assist another adoption agency to trace individuals as part of their Post Adoption and After Care services – we provide assistance in such circumstances usually due to our proximity geographically;
- g. to satisfy legal obligations which are binding on us, for example in relation to adoption legislation and law enforcement requests, and when we are inspected or audited by regulators, for example, Ofsted;
- h. for research purposes;
- i. for the prevention of fraud or misuse of services; and
- j. for the establishment, defence or enforcement of legal claims.

Please note that, as a regulated service, we keep records about you to assist us in documenting the service you have received from us. We will keep records of our meetings and all other communications for this purpose. Occasionally we may need to provide information to local authorities when they commission services from us to demonstrate the work we have done for them.

5. Lawful processing

We are required to rely on one or more lawful grounds to collect and use the personal information that we have outlined above. We consider the grounds listed below to be relevant:

a. Legitimate interests

Where applicable law allows us to collect and use personal information for our or a third party's legitimate interests, and the use of your personal information is fair, balanced and does not unduly impact your rights.

We rely on this ground to process your personal information when we believe that it is more practical or appropriate than asking for your consent. Where you contact us seeking our services, we will rely on the legitimate interest ground to communicate with you in most instances.

b. Consent

Where we ask for your consent for our use of your personal information for a specific purpose. You always have the right to withdraw your consent.

c. Legal obligation

Where the processing of your personal information is necessary for us to comply with a legal obligation to which we are subject. For instance, we are required to comply with certain obligations in the Adoption and Children Act 2002.

When we collect and use special categories of data, we also rely on the following bases:

- a. Processing in the course of **our legitimate activities** with appropriate safeguards on condition that the processing relates to **persons who have regular contact with us** in connection with our purposes and their special category data is not disclosed outside the CCS without their consent.

- b. Where we have obtained **your explicit consent** to the use of your special category data. You always have the right to withdraw your consent.
- c. Processing necessary for **historical research purposes** carried out with sufficient safeguards and in the public interest.
- d. Processing necessary to **provide confidential counselling**, advice or support or other services provided in confidence in the substantial public interest.
- e. Processing necessary for **safeguarding** children or adults at risk in the substantial public interest.

6. Do we share your personal information?

The personal information we hold about you will be provided to staff within CCS who provide the services to you. Also the CCS CEO and Pathways Team Leader may need to review your personal information as part of providing the services to you.

Except where set out in this privacy notice, CCS will not disclose, sell, rent or lease your personal information to others. We do not share your personal information with third parties for marketing purposes.

We may disclose your personal information to selected third party processors (such as agents or sub-contractors) for the purposes outlined at [section 4](#). The third party in question will be required to use any personal information they receive in accordance with our instructions.

We may also disclose your personal information to:

- Your legal representative
- Local authorities
- Regulators
- Ofsted as part of their inspection of our services
- Your descendants or other family members
- Agencies such as the police or parish priests
- Tracing agencies
- Other adoption support agencies
- Voluntary organisations that may hold relevant records

We reserve the right to disclose your personal information to third parties:

- a. in the event that we buy or sell any business or assets, in which case we will disclose your personal information to the prospective buyer or seller or such business or assets;
- b. if substantially all of our assets are acquired by a third party, personal information held by us may be one of the transferred assets;
- c. with our professional advisors e.g. lawyers, where necessary to protect our interests;
- d. if we are under any legal or regulatory obligation to do so; and
- e. in connection with any legal proceedings or prospective legal proceedings, in order to establish, exercise or defend our legal rights.

Otherwise we will ask for your consent before we share your personal information with a third party.

7. International Data Transfers

As we sometimes use third parties to process personal information, it is possible that personal information we collect from you will be transferred to and stored in a location outside the UK or the European Economic Area (EEA).

Please note that certain countries outside of the UK or EEA have a lower standard of protection for personal information, including lower security protections. Where your personal information is transferred, stored, and/or otherwise processed outside the UK or EEA in a country which does not offer an equivalent standard of protection to the UK or EEA, we will take all reasonable steps necessary to ensure that the recipient implements appropriate safeguards designed to protect your personal information. For instance we use cloud providers to store personal information who have servers in the US and are signed up to the Privacy Shield. If you have any questions about the transfer of your personal information, please contact us using the details at [section 11](#).

8. How long do we keep your personal information?

Since we retain personal information for the purposes of Post Adoption and After Care services, this requires us to retain personal information for longer than usual retention periods.

Please see our retention table below:

Type of record	Retention Period
<i>Adoption</i>	
Child’s record including adoption counselling	100 years from date adoption order made
Adopters’ record – where an adoption order is made including placement, post adoption work, support and counselling	75 years from closure of file
Record where no adoption order made; child’s Residential Children’s Home record	75 years from date of birth
Where child dies before the age of 18, child’s record including Adoption counselling; Adoption record where no adoption made	15 years from date of death
Prospective adopters – refusal or withdrawal of application to become foster parents	6 years from date of last entry
Record where no adoption order made – minimum and length of time as agency decides is appropriate	3 years from closure of file
<i>Fostering</i>	
Child’s record	75 years from date of birth
Child’s record – if child dies before age of 18	15 years from date of death
Carer	Minimum retention 31 st December 2035

CCS may retain personal data for longer periods for historical research purposes in the public interest.

9. Your rights

CCS may contact you by post and by telephone, email, text or other electronic means depending on what the law allows and on your communication preferences.

Where we rely on your consent to use your personal information, you have the right to withdraw your consent.

When we use your personal information you have the right to:

- a. Ask us for **confirmation** of what personal information we hold about you, and to request **access** to a copy of that information. If we are satisfied that you have a right to see this personal information, and we are able to confirm your identity, we will provide you with this personal information. Please see the information leaflets for further information.
- b. Request that we **erase** the personal information we hold about you, as far as we are legally required to do so.
- c. Ask that we **correct** any personal information that we hold about you which you believe to be inaccurate.

- d. **Object** to the processing of your personal information where we: (i) process on the basis of the legitimate interests ground; (ii) use the personal information for direct marketing; or (iii) use the personal information for research purposes.
- e. Ask for the provision of your personal information in a machine-readable format (the **data portability right**) to either yourself or a third party, provided that the personal information in question has been provided to us by you, and is being processed by us: (i) in reliance on your consent; or (ii) because it is necessary for the performance of a contract to which you are party; and in either instance, we are processing it using automated means.
- f. Ask for processing of your personal information to be **restricted** if there is disagreement about its accuracy or legitimate usage.

If you decide you do not want to receive any further communications from CCS, please tell us.

Please note that you also have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk/concerns.

10. Updating this privacy notice

CCS may update this privacy notice. If we update this privacy notice in a way that significantly changes how we use your personal information, we will bring these changes to your attention. Otherwise, you can access the latest version of this privacy notice on our website.

11. How to contact us

If you have any questions about how we use your personal information and how we comply with our responsibilities, please contact us as follows:

Email: info@cathchild.org.uk

Telephone: 020 8969 5305

Post:

FAO: CEO
The Catholic Children's Society
73 St. Charles Square
London
W10 6EJ
UK