

OB08b: Data Protection – Privacy Notice (GDPR)

The General Data Protection Regulation came into effect in May 2018. It controls the way information is handled and gives legal rights to people who have collected information about them. The Act controls how your personal information is used by organisations, businesses or the government. Everyone responsible for using data has to follow strict rules called ‘data protection principles’. They must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people’s data protection rights
- kept safe and secure
- personal data shall not be transferred outside the European Economic Area (EEA) unless there is adequate protection.

There is stronger legal protection for more sensitive information, such as:

- ethnic background
- political opinions
- religious beliefs
- health
- sexual health
- criminal records

The GDPR is designed to not only give greater protection, controls and rights to individuals but also to provide one data protection law across the EU. Due to technological advances, the scale of the collection and sharing of personal data has increased significantly, leading to the need for greater protection.

After Adoption’s responsibilities are to:

- Ensure personal data is kept safe & secure
- Implement appropriate security and organisational measures
- Implement appropriate data protection policies
- Respond to complaints and subject access requests
- Co-operate and collaborate with supervisory authorities
- Not collect excessive amounts of personal data or process it other than for what it was originally intended
- Ensure personal data is collected and processed for legitimate purposes
- Ensure personal data is accurate and kept up to date
- Ensure personal data is not kept any longer than is necessary

How will After Adoption (‘the Organisation’) Use & Manage my data?

After Adoption is the Data Controller of your personal data and we will only collect information in accordance with the General Data Protection Regulations.

After Adoption needs to collect and process appropriate personal information about its service users in order to carry out its business. This information includes such details as your name, address, email address, telephone numbers, date of birth, private and confidential information and sensitive information but we will never collect any of this information about you without your express consent. In addition, we may occasionally be required to collect and use certain types of such personal information to comply with the requirements of the law.

No matter how it is collected, this personal information must be dealt with properly to ensure compliance with the General Data Protection Regulation (2018).

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Security

After Adoption is committed to ensuring the security of your personal data. In order to prevent unauthorised access to or disclosure of your personal data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold.

Sharing Personal Data

After Adoption will not sell or share your personal details to anyone else other than those bodies identified below.

Sharing Personal Data with Local Authorities, Commissioning bodies & Regulatory Bodies

After Adoption works with carefully selected service providers who carry out functions on our behalf. These include companies who help us with technology services, storing data and processing payments. We require such companies to keep your personal data safe and they must only process the data in accordance with the instructions given by After Adoption, the Data Controller.

Any personal information shared with the above listed third parties, are shared on a contractual basis. Should you wish to leave any of the schemes or withdraw your consent for After Adoption to share your personal details, then this must be put in writing to the Data Controller.

After Adoption may also share personal data if the law or a public authority or regulator, e.g. Ofsted, says we must share the data.

We will not share your personal details with anyone else unless you expressly request us to do so.

What rights do you have?

Should you wish to exercise any of your rights, please contact the Data Controller or write and tell us which right you wish to exercise:

- Rectification — should any of the details we hold about you be incorrect, you have the right to request we rectify the error.
- Right of access — you may ask us at any time for information about any personal data we hold about you.
- Right to erasure — You can ask us to erase your personal data. We will not erase your personal data if it is still required for the purpose for which it was collected or if we are legally obliged to continue processing your personal data. It is important to note if you exercise this right, we will keep a copy or record of your request as it is our legitimate interest to show that you have exercised this right.
- Right to complain to the Supervisory Authority — The Supervisory Authority in the UK is the Information Commissioner's Office (ICO) and you can complain to them if you are not happy with any aspects in relation to us processing your personal data. Their website is www.ico.org.uk. You can also complain to Ofsted, their website is <https://online.ofsted.gov.uk>