



One Adoption West Yorkshire is the regional adoption agency for West Yorkshire which is hosted by Leeds City Council, dealing with adoption matters for Councils in Leeds, Bradford, Wakefield, Kirklees and Calderdale.

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.

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.

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 One Adoption West Yorkshire 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.