

# One Adoption North and Humber Privacy Notice

## Who are we?

One Adoption North and Humber (OANH) is the regional adoption agency for the northern Yorkshire and Humber region. Hosted by City of York Council, OANH comprises adoption services for City of York, Hull City, East Riding of Yorkshire, North East Lincolnshire and North Yorkshire County Councils.

One Adoption North and Humber is required to collect and use personal information about individuals, their families and others in their support network, who wish to become adopters. 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.

When information is collected about you for the above purposes, it is processed and held by the Local Authority that has completed the prospective adopter assessments. The Local Authority will be the 'Data Controller' as defined by Article 4 (7) of the UK GDPR. This means that the Local Authority will determine the purposes for which, and the manner in which, your personal data is processed. The Local Authority will have a responsibility to you and your personal data and will only collect and use it in ways which are compliant with data protection legislation.

Specific privacy information, including details of the Data Protection Officer, for each OANH member can be found through the links below:

City of York Council (Host Authority)	<a href="#">City of York Council Privacy Notice</a>
North Yorkshire County Council	<a href="#">North Yorkshire County Council Privacy Notice</a>
Hull City Council	<a href="#">Hull City Council Privacy Notice</a>
East Riding of Yorkshire Council	<a href="#">East Riding of Yorkshire Council Privacy Notice</a>
North East Lincolnshire Council	<a href="#">North East Lincolnshire Council Privacy Notice</a>

## What information do we collect?

The categories of information that OANH collect, hold and share include the following:

- Full name
- Gender
- Date of birth
- Contact details
- Details of employment and education history
- Details of personal circumstances including family network and motivation to adopt
- Financial information

OANH will also process certain 'special category' data including:

- Ethnicity information
- Medical information
- Details of relationships and sexual orientation
- Religious and philosophical beliefs

OANH will process data relating to criminal convictions and offences, including:

- Details of any past criminal convictions or offences

### **Why do we collect your personal data?**

We use the information we collect:

- To assess if adoption is right for you and your family
- To match approved adoptive parents with children seeking adoptive families
- To provide ongoing support to adoptive parents
- To assess and evaluate our services
- To inform future service planning

Any personal data including special category data and criminal offence data that we process about individuals going through the adoption process is done so in accordance with Article 6, 9 and 10 of the UK GDPR and Schedule 1 of the Data Protection Act 2018 (DPA 2018).

The legal basis for processing your personal data is in accordance with the following:

- Article 6(1)(c) UK GDPR – Legal Obligation
- Article 6(1)(e) UK GDPR - where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

This is supported by the following legal framework:

- The Adoption and Children Act 2002 and associated regulations;
- The Children and Adoption Act 2006 and associated regulations;
- The Local Authority Social Services Act 1970;
- The Local Authority Adoption Service (England) Regulations 2003;
- The Adoption Agencies Regulations 2005.
- And subordinate legislation and National Minimum Standards.

The legal basis for processing your special category data is in accordance with the following:

- Article 9(2)(b) of the UK GDPR - Employment, social security and social protection
- Article 9(2)(h) of the UK GDPR – Health or social care

This is supported by Sch.1, Part 2 (6) of the Data Protection Act 2018 and the following:

- The Adoption and Children Act 2002 and associated regulations;
- The Children and Adoption Act 2006 and associated regulations;The Local Authority Social Services Act 1970;
- The Local Authority Adoption Service (England) Regulations 2003;
- The Adoption Agencies Regulations 2005.
- And subordinate legislation and National Minimum Standards.

Where we process personal data relating to criminal convictions and offences, this is also under Article 10 UK GDPR that covers processing in relation to criminal convictions and offences or related security measures. In addition, section 11(2) of the DPA 2018 specifically confirms that this includes personal data relating to the alleged commission of offences, or proceedings for an offence committed or alleged to have been committed, including sentencing.

Some of the Schedule 1 conditions for processing special category and criminal offence data require an Appropriate Policy Document (APD) to be in place, that sets out and explains the procedures for securing compliance with the principles in Article 5 and policies regarding the retention and erasure of such personal data. This document explains this processing and satisfies the requirements of Schedule 1, Part 4 of the DPA 2018 and supplements this privacy notice

You can find the Appropriate Policy Documents for each of the councils in OANH through the links below:

City of York Council (Host Authority)	<a href="#">Our Appropriate Policy Document – City of York Council</a>
North Yorkshire County Council	
Hull City Council	
East Riding of Yorkshire Council	
North East Lincolnshire Council	<a href="#">Data Protection and privacy   NELC (nelincs.gov.uk)</a>

### **Who do we obtain your information from?**

Much of the information OANH process will be obtained directly from you. OANH will also process information received from:

- Other local authorities you have had involvement with
- Other adoption agencies previously involved
- Disclosure and Barring Service
- Your GP
- Police
- Personal referees and members of your family

## **Who do we share your personal data with?**

We routinely share personal information with:

- OANH staff
- Local authority staff
- Other local authorities
- Disclosure and Barring Service
- Adoption Panel members

Anonymised information is sent quarterly to the Adoption and Special Guardian Leadership Board (ASGLB) in order to monitor national trends in adoption provision.

## **How long do we keep your personal data for?**

Case records are retained by the relevant local authority for 100 years from the data of the adoption order in line with the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005, Regulation 6. Case records are retained by the relevant local authorities for 10 years of prospective adopters when an application has concluded or been withdrawn.

## **What rights do you have over your data?**

Under the UK GDPR data subjects have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request access to your personal data that we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed

You can find more information about your rights at [Your data matters | ICO](#)

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact your relevant local authority as detailed above. If you are unsure which local authority to contact, please contact City of York Council in the first instance.

If we cannot resolve your concerns, you may also wish to complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which OANH has handled your personal data. You can do so by contacting:

Phone: 0303 123 1113 or via their [live chat](#). Their normal opening hours are Monday to Friday between 9am and 5pm (excluding bank

holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on [Contact us | ICO](#)

We will keep this privacy notice under regular review, and it was last updated in January 2023.

When appropriate we will provide a 'just in time' notice to cover any additional processing activities not mentioned in this document.