

Data Protection Privacy Notice for St Christopher's Fostering Services

While you are living with your foster carer or during the referral process, we are going to be given, ask for and keep information about you which will help us know who you are, your care and educational needs, who are your family, who are your foster family and why you have been placed in our care. This is called Personal Data. The Law states that when an organisation asks for information about you, you should be told how it will be used. This is why we are giving you this statement.

This data will be held by St Christopher's Fellowship which is a charity and our address is: 1 Putney High Street, London SW15 1SZ. Email: info@stchris.org.uk. Our Data Protection Officer is the Company Secretary who can be contacted by emailing: dataprotection@stchris.org.uk.

St Christopher's is the local authority's data processor. This means we have to follow their instructions about the use of your data.

This statement only gives details of the personal data which St Christopher's Fostering Service collects about you. If you have another relationship with St Christopher's, please refer to our Corporate Privacy Statement or the relevant project privacy statement.

What information do we keep about you

We will only ask for information if we really need it. In order to care for you and keep you safe, we will ask for or be given, use and keep the following information about you:

- Your name, date of birth, gender, National Insurance Number, Passport Numbers and local authority number.
- Your photo and information about your physical appearance including height and any distinguishing features.
- Your previous address, telephone number, email address, Whatsapp and other social media;
- Information about your family, friends and main contacts;
- Your educational background and needs;
- Details about your daily activities (including outside activities) and care;
- Details about your views, goals and how you would like us to care for you.
- Details about your health such as any medication you take, allergies, any health conditions and your medical and dentist appointments.

The law states that some information is more private and we need to keep it more safely. This is called "Special Category Information." We will keep Special Category information about your gender, ethnicity, religion or other beliefs, sexual health and wellbeing; sexual orientation and health. We may also keep information about any criminal activities.

How we get your information

A lot of the information will come from your local authority and local authority Social Worker, your school, your doctor or dentist but we will also get information from what you tell your foster carer, the Supervising Social Worker or Mind of My Own App (MoMO),

What we do with the information

Your information is used to:

- Provide you with care and keep you safe;
- Provide you with support and counselling;
- Report your progress to your Social Worker, family (where this is part of your plan) and School;
- To help you undertake education, training, apprenticeships or gain employment;
- Help you move to independent living;
- To detect or prevent a crime or anti-social behaviour;
- Provide you with healthcare including first aid;
- Ensure the support we give is helping you and other young people who are in our care;
- Keep you or someone else safe;
- Raise further awareness of St Christopher's and the work we do;
- Collect statistical data to ensure we better engage with your community;
- Comply with the law or defend our legal rights.

Who we share information with

We will share all of the information we hold about you with your local authority, Social Worker and Ofsted.

We may also need to share your information with (if required or with your consent):

- Your or other Foster Carers;
- Our Foster Panel and those observing the Panel;
- Your Parents or Guardians (where this is part of your plan);
- Charities that can offer you support;
- Social Services;
- Police and Courts;
- Your School/College and teachers;
- Doctors and other health and wellbeing professions;
- Job Centre.

We will only do this if there is a real need or you are happy for us to give them your information. We will always make sure your information is kept safe.

Why we are allowed to use your information

The law identifies six lawful bases for processing your personal data. Our legal bases for processing your data are:

- Performance of a Public task - This is a task which is in the public interest vested on the controller.

- Legitimate Interest – This could be in our interest or the interest of a third party. We can process your data so long as we do not interfere with your fundamental rights or freedoms.
- Legal obligation – This is something either St Christopher's or your local authority is required to do.
- Vital Interests (protecting someone's life) -This can be used to protect your life or the life of another person.
- Consent – If you have given your consent for your personal data to be used for a particular purpose. You may withdraw this consent at any time.

When we keep more private information (Special Category data) we need a second reason to use it. We are allowed to use this type of information because:

- You have given us your explicit consent;
- We have a reason which is substantially in the public interest;
- It will save someone's life;
- It is necessary to fulfil the Government's obligation in relation to social protection law;
- We need to bring or defend legal claims;

How long will we keep your information

Your information will be kept in accordance with St Christopher's Retention Schedule but generally we need to keep your information for four years after you leave our care at which point it will be returned to your local authority.

How we keep your information safe

Your information will be filed and kept safely on our computer system and Charms database. Access to these are password protected and limited to you foster carers, those who run our fostering service including your Supervising Social Worker, and some other staff at St Christopher's who need to see it. Any paper records are kept locked securely and are either securely stored or shredded when they are no longer needed.

If we need to give your information to another organisation, passwords and encryptions will be used. When we no longer need your information it will be deleted or changed so no one can know who you are. All our foster carers and staff receive training about how to keep your data safe.

Your rights

The Law gives you rights about the information we hold about you.

You can see what information we keep about you (Right of Access) –You can ask for a copy of the information we keep about you. This is called a Subject Access Request.

Ask for mistakes to be put right (Right of Rectification) -If the information we keep about you is wrong, you can ask for it to be corrected.

Ask for your information to be deleted (Right of Erasure) – You can ask for the information we hold about you to be deleted. We can only delete your data in a limited number of situations but if we can't delete it we will tell you the reason.

Ask us to stop using your information but still keep it (Right of Restriction on processing) – We can only delete your data in a limited number of situations but if we can't delete it we will tell you the reason.

Ask us to stop using your information (Right to Object) – If you have a specific reason why you do not want us to process your data you can object. If we want to continue to use your data we will need to explain why it is necessary and show that our reason does not override your rights. We can also continue to use it defend ourselves.

Your foster carer or Supervising Social Worker can help you if you would like to see your data or ask us to use your information differently. There is no cost and we need to do what you want or explain why we cannot within 30 days.

Where your data is held

Your information will be kept in the UK

Changes to this Privacy Notice

If we change this privacy statement, we will give you the new one.

For more information

There is lots more information about data protection and your rights on the internet. Try here first: <https://ico.org.uk/> or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. The Information Commissioner can also help if you don't like how we have used your data.

You may also like to see how your local authority uses your data. Their privacy statement should be on their website.