

## **Privacy Notice for Children and Young People**

### **General Data Protection Regulations 2018**

General Data Protection Regulations (GDPR) are rules about what personal information companies are allowed to collect about us, what they can do with this information and who this can be shared with.

Fostering London collect and keep records of staff, our foster carers and children and young people who live with our foster families.

#### **What is Personal Information?**

Personal information tells someone who you are. It can be your name or address, a telephone number, email address or even a photograph or video of you.

#### **Why do we keep your personal information?**

Whilst you are living with your foster carers we are asked by the local authority and Ofsted to record personal information about you. This helps us to see how you are doing and the progress you are making.

#### **Where do we get your personal data from?**

We may be given information about you from a parent/carer, the local authority and other professionals who are involved with you, for example your social worker.

#### **What we do with your personal information?**

We use this information to think about how best we can look after you, make sure that you are safe and well cared for and doing well.

#### **Sharing your personal information**

We only share your personal information with people who have a right to know and have a good reason for knowing this, for example letting your school know who you are living with.

#### **Keeping your personal information safe**

We keep all our information safe on our computer system. This can only be seen by people who are allowed to see it, for example your supervising social worker. We have passwords and other security to make sure it is safe.

#### **How long do we keep your personal information?**

We keep records whilst you live with your foster family. When you leave your foster placement we pass your day-to-day records to your local authority and they will look after these.

The law tells us that we must keep all our records of children on our system for a minimum of 75 years. This means that you can see your files in the future if you want to find out more about your time in care with us.

## Why we keep your personal information?

We keep your personal information because the law asks us to as part of our work with foster families.

We will only use your information for things we are allowed to. We respect your rights and your confidentiality.

## Your rights

Everybody has the same rights. These are:

**Be Informed:** You have the right to be told how and why we collect your personal information.

**Have Access:** You can see the information we keep about you. You will need to make a request to us. We will then make arrangements to show you what we hold and if we cannot share any information with you, for example due to confidentiality, we will explain why.

**To correct mistakes:** You have the right to ask us to correct any information which is not correct.

**Removal** You have the right to ask us to remove information. There may be reasons that we cannot do this for example if the law says we must keep it. If this happens, we will always explain why to you.

**To stop** You have the right to request that we stop using your information if it is not correct or we are not allowed to do so.

We will do all we can to make sure that we respect your rights and your confidentiality.

## How we can help you

If you do not understand what this policy means, please ask your foster carer or their supervising social worker to explain it to you.

If you are unhappy about anything to do with your personal information or confidentiality, please talk to the supervising social worker and they will try to help you.

If you still have any concerns or worries you can contact Clare, our Complaints Officer. She can investigate and try to improve things, or at least explain why something is not possible.

*Clare Morgan - Complaints Officer*



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