

The Together Trust is committed to protecting your privacy when you make contact with us and use any of our services. The following privacy notice explains how we use, store and protect the information we have about individuals accessing our fostering services, under the General Data Protection Regulation (GDPR).

The Together Trust has a Data Protection Officer under the GDPR who can be contacted;

By email: [dataprotection@togethertrust.org.uk](mailto:dataprotection@togethertrust.org.uk)

Or by writing: DPO, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE

### Who we are

The Together Trust is a charity that offers care, support and special education to children, adults and families.

The Together Trust provides Fostering services, which aim to support foster carers provide safe, caring homes for children who need them.

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Name, address, identification documents
- Date of birth and sex.
- Relationships Information, Next of kin
- Religion, ethnicity, cultural and linguistic background
- Assessment Information
- Details of any medical conditions, including physical and mental health
- Safeguarding information
- Personal referees
- Financial details
- Photographs

We may also hold data that we have received from other organisations, including Local Authorities, Fostering Agencies, Police, Education Providers

### Why we use this data

We use this data to:

- Support individuals and monitor their progress
- Monitor and report on care
- Protect individual welfare
- Deliver service planning
- Assess the quality of our services
- Prevent/Detect crime

**Our legal basis for using this data**

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We have a contractual agreement with yourselves to provide you with this service
- We have a legal obligation
- We have a legitimate interest (i.e. to improve our service care)

**Less commonly, we may also process personal data in situations where:**

- We have obtained consent from you to use it in a certain way
- We need to protect the individual's (or another person's) vital interests (i.e. in a medical emergency).

Where we have obtained consent to use individual's personal data (i.e. photographs), this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using individual's personal data overlap, and there may be several grounds, which justify our use of this data.

**Collecting this information**

While the majority of information we collect about individuals is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

**How we store this data**

We keep personal information about individuals using our Fostering service in line with our statutory duties under The Fostering Services (England) Regulations 2011

These consist of:

- 10 years from date of de-registration as a Foster Carer
- 3 years from refusal/withdrawal for unapproved Foster Carers

You can request our full retention schedule by contacting our Data Protection Officer.

**Data sharing**

We do not share information about individuals with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information with:

- Our regulator Ofsted
- Local Authorities
- The Fostering Network
- Social Care Network (who hosts our online management solution CHARMS)
- Probation Services
- Health Authorities
- Suppliers and service providers – to enable them to provide the service we have contracted them for.

**Transferring data internationally**

If we ever have to transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

**Individual's rights regarding personal data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the Together Trust holds about them.

If we do hold information we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information within 30 days

Individuals also have the right for their personal information to be passed electronically to other organisations in certain circumstances.

**Other rights**

You also have other rights regarding how your personal data is used and kept safe. The Together Trust has produced a guide 'Know your rights' to explain these in more detail. To exercise any of these rights please contact our Data Protection Officer.

**Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- By email: [dataprotection@togethertrust.org.uk](mailto:dataprotection@togethertrust.org.uk)
- Or by writing: DPO, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE

If you make a subject access request, and if we do hold information about you or the student, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information

Individuals also have the right for their personal information to be passed electronically to other organisations in certain circumstances.

### **Other rights**

Under GDPR, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

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If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting our Data Protection Officer.

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