Newport City Council

Privacy Notice

Service Area and contact details	
Service Area:	Children & Young People Services
Contact Details:	NCC - AdoptionSupport <AdoSup@newport.gov.uk> Tel: 01633-656656
Privacy Notice Name:	Adoption Financial Support

Source and categories of information being processed

This section is only relevant if personal data has been obtained from a source other than yourself (the data subject).

Newport City Council has obtained the following categories of your personal data:

Not applicable

We have obtained your information from:

Not applicable

Purpose and legal basis for using your information

Here, we will explain the reason why we have collected your personal data and the reasons for processing.

Our legal basis for processing your information:

We have a statutory obligation to process your personal data

Further details about our legal basis for using your information and the purpose of processing:

The Adoption Support Services (Local Authorities) (Wales) Regulations 2005
The Adoption Agencies (Wales) Regulations 2005
The Adoption and Children Act 2002
Newport City Council Adoption Financial Support Policy

We may also check the financial information that you provide against the rates shown for the time period covered, as published on the gov.uk website for the particular benefit or income payment.

The right to withdraw consent

If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. To do so, please contact the person named at the top of this privacy notice.

You must provide us with the information we need to deliver the service, if there is either:

a) A contractual obligation to do so, or
b) A statutory obligation to do so.

(Only relevant if the lawful basis for processing is the performance of a contract or Public duty/task obligation)

The consequences of not providing the information are as follows:

Newport City Council will be unable to assess your entitlement to Adoption Support payments and to calculate the sum to be paid to you, so payments made to you may be reduced, delayed or stopped altogether.

Special Category Data
(Only relevant if special category data is being processed)

Sometimes we process special category which is afforded more protection under the Data Protection Act. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we have highlighted this below:

Not applicable

Automatic decision making/profiling
(Only relevant if we are making an automated decision on a data subject)

Sometimes we use computers or technology to help us make decisions about the service we offer you. Below are the details of what decision making or profiling systems we have used, and how the decision was made:

We do not use automatic decision making or profiling to make decisions about you.

Who will have access to your personal information?

Newport City Council is the data controller and the Data Protection Officer is:

Digital Services Manager
Email: information.management@newport.gov.uk
Tel: 01633 656656

Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.

The main users of your personal information are:

Staff within Newport City Council Children & Young People Service, specifically staff working in Contracts & Commissioning and Business Support Teams, and Senior Management.

We may share your information within Newport City Council:

With Finance Team staff who process the payments made to you, and with staff in Newport City Council Internal Audit Team.

We may share your information with other, external organisations:

We do not share the information you provide with other external agencies, except in relation to the caveat below.

Newport City Council may share your data with other organisations for the purpose of the prevention and detection of fraud. For further information about the National Fraud Initiative please click here; http://www.newport.gov.uk/en/Council-Democracy/About-the-council/National-Fraud-Initiative.as

Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as 'data processors'. In processing your data, we use the following data processors:

Care work data is hosted on the Welsh Community Care Information System (WCCIS)
Northgate Info@work document management system may be used to scan and record documentation in an electronic format.

If you would like further information about how we use these systems to process your data, please contact us using the email address at the top of this privacy notice

Details of any international transfers of your personal information:
(if applicable)

Not applicable

Requests for information

All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

Information.management@newport.gov.uk

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

www.newport.gov.uk/FOI

Your Rights

The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. You have the right to request:

a) to have you data rectified if it is inaccurate or incomplete;
b) to have your data erased;
c) to restrict the processing of your data;
d) to exercise your right to data portability;
e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

In all instances, please submit your request to:

information.management@newport.gov.uk

Complaints Procedure
If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;
Information.management@newport.gov.uk

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Councils complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

How long will we retain your information?

Details of retention period

There are statutory requirements which Newport City Council must adhere to in relation to the retention period of certain records.

Adoption records (including step-parent adoption and non-agency adoption)	100 years

For information related specifically to the adoption financial assessments and reviews we will retain your information in line with our Information Retention and Disposal Policy and will keep your information only for as long as it is needed, after which time it will be deleted or destroyed.