

Privacy Notice

Choice Fostering Limited

This is the Choice Fostering Limited Privacy Notice which aims to provide information on how we collect and process data belonging to foster carers, including applicants and associated third parties through use of this website.

Under data protection legislation, your personal information has to be processed, held and/or controlled in accordance with the General Data Protection Regulations (2016/679). Choice Fostering Limited is defined as a data controller.

We take our legal duty for safeguarding your personal data and privacy very seriously. This privacy notice sets out what sort of information we hold on foster carers and people applying to become foster carers, why we need it, how we hold it, how we use it, with whom we share it and what rights you have in relation to this information.

We are required to have a named data officer. This person is responsible for making sure that our fostering service complies with its legal duties in how we collect, keep and share your personal data.

Our data officer is Andre Simon, and he can be contacted at Choice Fostering Limited, Address: Studio House, Delamare Road, Cheshunt, Hertfordshire EN8 9SH. Alternatively, you can call Andre on 01992 309 255.

You may contact us at any time to:

- Request access to information which Choice Fostering Limited has about you
- Correct any information which Choice Fostering Limited has about you
- Ask for any information which Choice Fostering Limited has about you to be deleted
- Discuss any concerns or ask any questions about how we look after your personal information

Any changes we make to our privacy notice in the future will be posted on this page. This page was last updated in April 2022.

The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- Identity and contact details includes your name, postcode, email address, telephone and mobile numbers.
- Technical Data includes internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other information about the technology on the devices you use to access this website.
- Profile Data includes your job title, interests, preferences, message, enquiry and feedback.
- Usage Data includes information about how you use our website and services.
- Marketing and Communications Data includes your preferences in receiving marketing from us and your communication preferences.

If you fail to provide personal data

If you are registering your interest in our organisation, but do not provide us with relevant and accurate contact details, this will affect our ability to contact you in order to progress your enquiry and take steps to enter a potential contract with you (if applicable). We will therefore not be able to take your enquiry further.

How your personal data is collected

We use different methods to collect data from and about you including:

- Direct interactions – You may provide us with your identity and contact details by filling in a form through our website, in which you express your interest to contact us.
This may include personal data which you provide when you carry out the following:
 - Make an enquiry;
 - Register your interest in our organisation (if you wish to form a relationship with us);
 - Request marketing to be sent to you; or
 - Provide feedback to us.
- Automated technologies or interactions – As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We may collect this personal data by using cookies (see below).

Why your personal data is collected

Purposes for which we will use your personal data are as follows:

- To register your enquiry and interest, and arrange a response to you.
- To manage our relationship with you.
- To deliver relevant website content.
- To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data).
- To improve our website, products/services, marketing, customer relationships and experiences.

We only use what we need. We'll only collect and use personal information if we need it to deliver a service or meet a requirement.

Who do we share your information with?

Where it is deemed necessary to divulge personal data to a third party, this will only be done with the express permission of the individual. In this respect all staff, foster carer and service users / relatives / advocates will also be advised that personal information held by the organisation may be shared with the Registration / Regulating Authority as appropriate, unless as stated in the Fostering Regulations 2011 or as required by law.

How do we protect your information?

We'll do what we can to make sure we hold records about you (on paper and electronically) in a secure way, and we'll only make them available to those who have a right to see them. Examples of our security include:

- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches)

Links to other websites.

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over other websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Cookies and how you use this website.

To make this website easier to use, we sometimes place small text files on your device (for example your iPad or laptop) called cookies. Most big websites do this too.

They improve things by:

- remembering the things you've chosen while on our website, so you don't have to keep re-entering them whenever you visit a new page.
- remembering data you've given (for example, your email address) so you don't need to keep entering it.
- measuring how you use the website so we can make sure it meets your needs.

By using our website, you agree that we can place these types of cookies on your device.

We don't use cookies on this website that collect information about what other websites you visit (often referred to as privacy intrusive cookies).

Our cookies aren't used to identify you personally. They're just here to make the site work better for you. You can manage and/or delete these files as you wish. To learn more about cookies and how to manage them, visit www.AboutCookies.org or watch a video about cookies.

Turning off cookies.

You can stop cookies being downloaded on to your computer or other device by selecting the appropriate settings on your browser. If you do this you may not be able to use the full functionality of this website.

There is more information about how to delete or stop using cookies on www.AboutCookies.org.

Further guidance on the use of personal information can be found at www.ico.org.uk.