



WHAT HAPPENS TO MY INFORMATION?

What does the law say about my information?

The law says we must tell you what information we keep on about you, and we must also keep this information safe. The only people who see it are people who need that information to help you.

How do we keep your information safe?

Information about you is kept on our computer system and we try to make sure that it is kept safe. Our staff must have a password before they can see the information and not everyone can see your information. It will only be those people who are working with you and your foster carer.

Why does my foster carer write down things about me?

When you live with your foster carer, they are asked to keep records about how you are getting on, what is going well and what is not going so well. Your foster carer is helped to do that by their Supervising Social Worker. This person may also write down things when they visit you and the foster carer. The law says we must keep information about you and share this information with your social worker.

How does my foster carer keep records?

Your foster carer will keep records on our computer system so that these are kept safe. If your foster carer has things like letters from your school, these will be securely stored in the foster home so no one else in the foster home can see them. This is because the records are your personal information and we must keep them safe.

Who see information about me?

The supervising social worker who supports your foster carer will see the records your foster carer makes, and the boss of the supervising social worker may also see the records. Your social worker will see the records too, and sometimes other people who are helping you may also need to see them. We will not show them to anyone who does not have a proper reason to see them. We will tell you when we share the records about you with other people.

Can I see the records that my foster carer makes about me?

Yes, you have a legal right to see all the information about you but not information about other people. You can ask your foster carer or their supervising social worker and they will sort out the best way to do this. You may want to print the records out, or you may want to read them on the computer. You may want someone to be with you when you read the records. You may not want to read the records all at the same time. We can make a plan with you about the best way to do this.

Can I see the records that my supervising social worker makes about me?

Yes, you have the legal right to see all the information about you, but not information about other people. You can ask your foster carer or the supervising social worker. We will help you sort this out.

What can I do if I am unhappy about what happened when I asked to see my information?

We have an important people in Quality Foster Care called the Data Protection Officers whom you can ask to help sort this out. They are Tim Sheehan or Keeley Nash and they can be contacted on Tel: 01268 795597
e mail: Directors@qualityfostercare.com

If you have asked them, and you are still not happy, you can make a complaint to the Information Commissioner, who is an independent person and not part of our fostering agency. Their contact details are:

Information Commissioner's Office
Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
www.ico.org.uk

Tel: 0303 123 1113 (local rate) or 01625 545745 (national rate)

We can help you do this or you may want to get help from another organisation that helps children, like the Children's Commissioner for England (www.childrenscommissioner.gov.uk; Tel: 020 7783 8330) or Coram Voice (www.coramvoice.org.uk; Tel: 0808 800 5792)

