

Team Fostering acts as a joint controller, controller and processor of personal data working in contract with Local Authorities across the North East, South Yorkshire and Midlands. Team Fostering is registered with the [Information Commissioners Office \(ICO\)](#) registration number: Z8700072

This notice explains what personal data (also referred to as “information” in this notice) we hold about you, how we collect it, and how we use and may share information about you.

We are committed to being transparent about how we collect and use your data and to meeting our data protection obligations.

In this notice, references to “we”, “us”, or “our” are references to Team Fostering.

Contact Details

Our contact details for data protection purposes are:

dataprotectionofficer@teamfostering.co.uk

Team Fostering, Unit 6, Hedley Court, Orion Business Park, North Shields, Tyne & Wear, NE29 7ST

0800 292 2003

Legislation

As a fostering agency we are governed by many different areas of legislation:

FOSTERING LEGISLATION

- The Fostering Service Regulations (England) 2011
- Children Act 1989 / 2004 and associated legislation
- Care Planning Placement and Case Review (England) 2010
- The Fostering National Minimum Standards 2011
- The Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013
- Adoption and Children Act 2002
- Assessment and Approval of Foster Carers: Amended Guidance
- Care Standards Act 2000
- Children Act 2004
- Children and Families Act 2014
- National Minimum Standards: Adoption/Children's Homes/Fostering
- Children and Social Work Act 2017
- Working Together to Safeguard Children 2015

OTHER RELEVANT LEGISLATION

- Equality Act 2010
- Sex Discrimination Act 1975

- The Data Protection Act 2018
- The UK General Data Protection Regulation
- The Data Use & Access Act 2025

What information do we collect?

The information we collect will depend on our relationship with you and the services we're providing.

Prospective Foster Carers

Our 'Initial Screening Call'

This is the telephone conversation you will have with our Recruitment Team following your online enquiry (or the first point of contact if you have called us to enquire rather than using our website).

At this stage we'll collect further information which may include:

- Personal details including name, age or date of birth, gender and contact information, including address.
- Marital status, your spouse or partner, dependents, other family members and your support network, and details of previous significant relationships.
- An employment overview including current and previous employment, voluntary work and relevant experience for the fostering task.
- A general overview of your health and fitness, including mental health, whether you smoke or have any pre-existing medical conditions that could have an impact on your suitability to foster.
- General information on your home and whether you have a spare room for fostering, including whether you mortgage or rent a property, or own a property outright.
- A general overview of your financial situation.
- Whether you have any criminal convictions.
- Any other information that you opt to provide in support of your enquiry and explanation of your desire to become a foster carer.
- Special categories of personal data, including data relating to:
 - racial or ethnic origin
 - religious or philosophical beliefs;
 - genetics, biometrics or health;
 - sex life or sexual orientation; and
 - the commission or alleged commission of an offence by them.

Home Visit

If we believe that it's appropriate to further your enquiry and find out more about you, our standard procedure is to arrange a home visit, where a Recruitment Social Worker will visit you in your home at a time and date arranged with you. During this visit the Social Worker will have a more detailed conversation with you about fostering and about your background and lifestyle, before considering whether it is appropriate to invite you to begin our assessment. Information gathered at this visit will be taken to the Agency Recruitment Manager in order to make a formal decision on inviting you to apply.

During the home visit our Recruitment Social Worker may collect details including:

- Further information on your home and the spare room/s you have available for fostering, including the Recruitment Social Worker's own thoughts on the suitability of the room for a child or young person and whether your home would provide a suitable fostering home.
- Previous employment details, details on your background and lifestyle and whether you have lived abroad.
- Further information on any medical conditions or whether you smoke, if applicable.
- Further details of any financial concerns, CCJs or any criminal convictions.
- Any other information that you provide to them during the visit that supports your suitability to foster including any information you present about your personal and professional life to date. Our Recruitment Social Worker may also note any other information that you provide to them or that they notice during the visit that raises concern regarding your suitability to foster.

Registered foster carers / Short Break Carers

During your time as a registered foster carer with Team Fostering we may collect further information about you including:

- Training records
- Photographs
- Correspondence with Team Fostering
- Meeting notes, attendance at events
- Information obtained from third parties e.g. GPs, social workers, police
- Complaints, allegations and investigations

Young People and Parents of young people in care (or other family members)

- Name
- Date of birth
- Young person's unique local authority identification number
- Ethnic Origin
- National identity
- Religion
- First Language
- Second Language (if applicable)
- Disabilities (if applicable)
- Address at time of referral
- School details
- Child/young person's legal status
- Names and responsibilities of those with a parental responsibility
- Child protection plans (if applicable)
- Medication (if applicable)
- Birth Mother's name and address
- Birth Father's name and address

Referees

- Name
- Address and contact details

- Professional details

Panel members, independent assessing Social Workers and sessional staff

- Personal details including name, age or date of birth, gender and contact information, including address.
- References
- DBS checks

Contractors, Suppliers, Partners or Agents.

- Names, professional contact details

Visitors to our website

Please see our website privacy notice here: **GS TO ADD IN ONCE FINALISED**

Enquirers

- Personal details: name, contact information and how you heard about Team Fostering

Why we process your information and our legal basis

Data Type	Purpose	Legal Basis
Enquiries	• To manage your enquiry	Legitimate interest
Referees	• Manage the enquiry of the prospective family • Ensure we can verify the reference you give • Ensure we make adequate safety checks on families and that we can maintain detailed records on their recruitment	We process your information under a Legal Obligation pursuant to the Fostering Services Regulations (England) 2011
Prospective Foster Carer	• Manage your application to Foster • Monitor compliance with the fostering legislation relating to your application • Deliver support to you regarding the application process • Monitor Equality and Diversity • Ensure we are meeting the needs of the young people we look after	We process your information under a Legal Obligation pursuant to: • The Fostering Service Regulations (England) 2011 • Children Act 1989 • Care Planning, Placement and Case Review (England) Regulations 2010 • The Fostering National minimum standards 2011

	• Provide information about our performance and services to our Local Authority customers • Provide you with ongoing information about your application and arrange appropriate training in accordance with our procedure • Ensure that only those prospective families who are able to offer a safe, warm, caring environment while remaining resilient become approved foster carers • Conduct surveys in order to monitor and improve our services	• The Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013
Foster Carers / Short break carers	• Manage your approval and assess your continuing fitness to carry out the fostering task with specific regard to the safeguarding of young people • Monitor compliance with the fostering legislation relating to your fostering work • Deliver support to you regarding the role • Monitor Equality and Diversity • Ensure we are meeting the needs of the young people we look after • Provide information about our performance and services to our Local Authority customers • Provide you with ongoing information about the agency and arrange appropriate training in accordance with our policies and the regulations • Ensure that only those families who are able to offer	We process your information under a Legal Obligation pursuant to: • The Fostering Service Regulations (England) 2011 • Children Act 1989 • Care Planning, Placement and Case Review (England) Regulations 2010 • The Fostering National minimum standards 2011 • The Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013

	a safe, warm, caring environment while remaining resilient continue to foster • Conduct surveys in order to monitor and improve our services	
Panel members, and Independent assessing Social Workers	• Contact you in relation to your role • Deliver tailored training and support • Monitor Equality and Diversity (the information provided is anonymised and used only for statistical monitoring purposes which help us make improvements) • Ensure we have a quorate Panel Membership • Ensure you are a “safe” person to have access to the type of sensitive information you are required to pass judgement on at panel • Be compliant with The Fostering regulations 2011 Reg 20: Fitness of workers	We process your information under a Legal Obligation pursuant to: • The Fostering Service Regulations (England) 2011 • Children Act 1989 • Care Planning Placement and Case Review • The Fostering National minimum standards • The Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013
Sessional staff	• Contact you in relation to your role as a Sessional Worker • Deliver tailored training and support • Monitor Equality and Diversity (the information provided is anonymised and used only for statistical monitoring purposes which help us make improvements) • Ensure you are a “safe” person to work with vulnerable young children.	We process your information under a Legal Obligation pursuant to: • The Fostering Service Regulations (England) 2011 • Children Act 1989 • The Fostering National minimum standards 2011 • The Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013

	• Be compliant with the following regulations: • The Fostering Services (England) Regulations 2011 Reg 20 : Fitness of workers	
Young People and Parents of young people in care (or other family members)	• Make sure you or your child are looked after in a safe and secure home • Make sure we provide the best possible fostering service to you or your child. • Document you or your child's time with us so you have a detailed record for future reference • Deliver support to you or your child regarding your placement • Monitor Equality and Diversity • Ensure we are meeting the needs of all the young people we look after • Provide information about our performance and services to your Local Authority so they can maintain their own records alongside our own. • Conduct surveys in order to monitor and improve our services	We process your information under a Legal Obligation pursuant to: • The Fostering Service Regulations (England) 2011 • Children Act 1989 • The Fostering National minimum standards 2011 • The Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013
Contractors, Suppliers, Partners or Agents. This could include: Doctors, Schools, Dentists and Opticians, Local Authority Designated Officer, Volunteers, LA Customers: Supervising Social Worker's, Managers, Independent Reviewing Officer's	• Suppliers of services may be processing information on our behalf of the agency. • Suppliers may have access to our processing systems. • Partner agencies may be processing information that the agency controls.	Legitimate Interest Fulfilment of Contract Legal Obligation

Do we need your consent?

As a fostering agency we mainly rely on legal obligations, safeguarding duties, public tasks, or legitimate interest as our legal basis for processing personal data. There are limited circumstances where we would require your consent, for example:

- Using photographs, videos, or personal stories for marketing, websites, newsletters, or recruitment campaigns,
- Gathering optional information that is not required by fostering regulations, assessments, or safeguarding responsibilities
- Sharing information with third parties where there is no other lawful basis

If we require your consent we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You are not required to consent if you do not wish to do so and you can choose to withdraw consent by contacting us. Declining or withdrawing your consent will not affect the services we provide to you.

How we use your sensitive personal data

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place appropriate safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations or exercise rights in connection with the fostering and foster carer assessment task.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Our obligations as a Fostering Agency

We will use your particularly sensitive personal information in the following ways:

1. We will use information to comply with laws and fostering regulations.
2. We will use information about your physical or mental health, or disability status in order to assess your fitness to foster.
3. We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure appropriate matching, monitoring and reporting

How do we protect your data?

We are committed to protecting your personal data and ensuring it is handled securely and confidentially. We use appropriate technical and organisational measures to safeguard information against unauthorised access, loss, misuse, alteration, or disclosure. Access to personal data is restricted to those who need it to carry out their role, and all staff are required to comply with data protection and confidentiality requirements. We regularly review our security arrangements to ensure personal information remains protected.

How long do we keep your data?

	Data Category	Retention period	Justification
Child/ YP data	Children placed with our carers	minimum of 21 years/ maximum when LA retrieves child data from us	Childhood experiences must be well documented for the YP / child in care to support their Life Story Work and also in case of future issues, e.g. possible complaints/allegations against foster carers. When a child leaves placement all their data should be offered back to the LA and anonymised as soon as data has been retrieved/ transferred.
	Children referred by LA but not placed by Team Fostering	12 months	Only retain information for as long as we can reasonably expect re-referrals. For most referrals we only hold initials anyway. In case we do hold more personal information these records should be anonymised after 12 months. Anonymised records must be retained for reporting purposes, e.g. number of referrals by LA in a certain time period.
Family data	Approved Carers with YP in placement	at least 75 years	Their information/background checks will be highly relevant in case of any future claims of abuse or if carers leave Team Fostering and apply to foster for a different agency / LA.
	Approved Carers who never had a YP in placement	10 years	Carers agree to Assessment and are found suitable to foster, so carers should expect us to hold information for a reasonable length of time. Their information/background checks will be highly relevant in case the carers leave Team Fostering and apply to foster for a different agency / LA.

	Enquirers who don't progress to Assessment/Approval	2 years	If it is clear that an enquirer is unsuitable from the outset keep logging of personal data to a minimum. Enquirers circumstances might change and enquirers might be put on KIT list, therefore 2 years justifiable in case of re-enquiry. Records should be anonymised only. Anonymised records must be retained for reporting purposes. However, enquirers can exercise their right to request their details to be erased.
	Families in assessment with PFC withdrawing	10 years	Carers agree to Assessment so can expect us to hold information for a reasonable length of time. Their information/background checks will be highly relevant in case they apply to foster for a different agency / LA. Records should be anonymised only. Anonymised records must be retained for reporting purposes. However, enquirers can exercise their right to request their details to be erased. Depending on reason for withdrawal it might be justifiable to keep records for longer.
	Families whose assessment was ended by Team Fostering	at least 3 years	Carers agree to Assessment so can expect us to hold information for a reasonable length of time. Their information/background checks will be highly relevant in case they apply to foster for a different agency / LA. It's considered in the public interest that they don't re-apply elsewhere and "slip through the net". If the assessment end is related to safeguarding issues records might be retained for longer.
	Fostering Panel Minutes	25 years from the date of the Panel	Business need and sector best practice

Employee data	Current or former employees	6 years from date of leaving	Employee Rights Act 2025

	Unsuccessful applicants	6 months from date of application	Business need and best practice
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Artificial Intelligence and Automated decision-making

Team Fostering uses AI tools across the organisation to enhance our services and improve our efficiency. Personal data may be contained within the information processed by AI tools. Team Fostering remains the data controller for our AI tools and the AI supplier is a data processor. We remain responsible for any data input into the AI tool and we do not authorise any AI supplier to use our data for training or enhancement of their product.

Decisions about you will not be based solely on automated decision-making.

Sharing Information

We may share information with:

- Local authorities including Independent Reviewing Officers
- Police, DBS Service and youth justice services
- Ofsted
- Education providers, health services, GPs and other health and social care professionals providing support to the looked after child
- Other fostering agencies
- Courts, legal representatives
- Specialist transport providers
- Foster Talk
- Fostering Network
- Occupational Health providers
- Employee benefits and pension providers

We may be required to disclose your personal information to comply with further legal or regulatory requirements. Where we have a duty to disclose personal information, we will verify the identity of the organisation and ensure we have a legal basis to share the data. We will only disclose what is necessary using a secure method.

Where we engage third parties to process personal data on our behalf (for example our fostering case management system), the third parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with any third parties for marketing purposes.

Data Processing Locations

All data is processed within the UK or European Economic Area.

Your rights under the Data Protection Act

You have a number of rights which give you greater control over your information.

If you would like to exercise any of these rights, please contact our Data Protection Officer via dataprotectionofficer@teamfostering.co.uk

You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- request the transfer of your data to another party.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law or to comply with fostering regulations.

Further information on these rights and what they mean can be found at www.ico.org.uk

Complaints about how we gather or use your data

In compliance with the Data Use & Access Act 2025 there is a separate process for dealing with complaints about how we gather or use your data.

If you have a complaint regarding the way we collect or process your personal information you are required by the Information Commissioners Office (ICO) to raise the complaint with Team Fostering in the first instance. You can do this by emailing us at: dataprotectionofficer@teamfostering.co.uk

We will acknowledge your complaint within 30 days and follow our internal processes to resolve any Data Protection complaint that you raise. We will keep you updated of the progress we make in achieving a resolution, working toward a satisfactory outcome.

If you are dissatisfied with how we manage your complaint, you may then escalate the matter directly to the ICO:

Online : [Make a complaint | ICO](#)

Phone : 0303 123 1113

To read our full complaints policy click [here](#)

Changes to this privacy notice

We keep our privacy notice under regular review. We will update it if we undertake any new or amended processing. This privacy notice was last updated in September 2026.