

## **Will you share my personal information with third parties?**

Five Rivers Child Care Limited is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You must read through this privacy notice prior to submitting the online enquiry form about applying for work with us as a self-employed foster carer. It makes you aware of how and why your personal data will be used, namely for the purposes of the application process, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK GDPR and the Data Protection Act 2018.

### **Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### **The kind of information we hold about you**

In connection with your application to become a foster carer, we will collect, store, and use the following categories of personal information about you:

- The information you have provided on our online enquiry form, including name, address, telephone numbers, and personal email address.

### **How is your personal information collected?**

We collect personal information about applicants from the following sources:

- You, the applicant.

### **How we will use information about you**

We will use the personal information we collect about you to:

- Communicate with you about the foster carer application process.

### **Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **Data sharing**

We will not share your personal information with third parties.

## **Will you share my personal information with third parties?**

### **Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed and we have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Data retention**

#### **How long will you use my information for?**

If your enquiry does not proceed to the next stage of our foster carer application process we will securely destroy your personal information in accordance with our data retention policy. If you ask us to retain your personal information on file on the basis that a further opportunity may arise in future and we may wish to consider you for that we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis and advising you of your rights of access, correction, erasure and restriction.

### **Data protection officer**

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

The DPO can be contacted on [DPO@five-rivers.org](mailto:DPO@five-rivers.org)